

VOLUME 2
JOINT TRAVEL REGULATIONS

CHANGE 459

Alexandria, VA

1 January 2004

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 January 2004 unless otherwise indicated.

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This change includes all material written in CAP items 9-02; 27-03(E); 33-03(E); 45-03(E); 47-03(E) through 49-03(E) and 53-03(E) and civilian editorials C03061; C03063 and C03066. Insert the attached pages and remove the corresponding pages. Remove Chapter 4, Parts B, E, F, G and P. Also remove pages C4-xiii; C4-xv; C4C-11 through C4C-15; C16A-1 through C16A-17; C16B-1 through C16B-3; and C16C-1 through C16C-3. This cover page replaces the Change 458 cover page.

BRIEF OF REVISION

These are the major changes made by Change 459:

C2002-B2; C2002-C4; Appendix E. Makes clear that the prohibition against using city-pair fares for travel by Government contractors applies to all Government contractors.

C2403; C3150-B; C4555; C7001 through C7003. Revises cross-references to par. C4709, which no longer exists.

C4552-C. Explains that per diem may be authorized/approved when an employee incurs additional expenses due to TDY outside the limits of the PDS but within the vicinity of the residence.

C4553-D2a; C4553-D2b(1); C4553-D2c(1); Appendix O, T4040-A2a. Clarifies that the per diem payable is the destination rate if a traveler is traveling over midnight and lodging is not required.

C4750. Clarifies that the information in this paragraph applies to permanent duty travel as well as temporary duty travel.

C5165. Adds additional wording to clarify that alcoholic beverages may be shipped as HHG but that the provisions of 27 USC §122 apply.

C6700. Explains that during the regular tour lengths of 24 or 36 months, the FEML(s) can be taken except within the first or last ~~six~~ months of the tour. This rule does not work for the FEML allowed during the 12-month extension to the 24-month tour. The new rule (allowing the FEML except during the first or last **three** months) accommodates this extended tour period.

C14001, items 5 and 6. Indicates that an employee performing renewal agreement travel and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area is not entitled to real estate allowances. Also rewords par. C14001-6 to clarify its meaning.

Appendix A. Updates and revises the new Government Meal Rates for 2004.

Chapter 5, Part B. Moves all permanent duty travel regulations into Chapter 5 thereby creating a single JTR Chapter with all related permanent duty travel information in one place.

Chapter 16. Removes the Relocation Income Tax Allowance (RITA) and Income Tax Reimbursement Allowance (ITRA) computation procedures from the JTR and refers to applicable sections in the FTR for those computations and procedures.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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PART B: CONDITIONS/FACTORS**C1050 GENERAL**

A. Prohibition Not Stated. There may be circumstances when travel and transportation entitlements are prohibited and are so stated. *However, just because a prohibition is not stated does not mean that an entitlement exists or may be authorized.*

B. Travel Justification (FTR §301-71.101)

1. Directed Travel. Travel and transportation at Government expense may be directed only:

- a. when officially justified, and
- b. by means which meet mission requirements consistent with good management practices.

2. Employee Expenses. Employees must not be directed to:

- a. perform official travel at personal expense, or
- b. at reimbursement rates/amounts inconsistent with provisions in this Volume.

3. Limited Travel Funds. Limited travel funds is not a basis for:

- a. denying reimbursement for official travel, or
- b. reducing allowances.

*4. Reassignment/Transfer Advance Notice. The permanent duty reassignment/transfer of any employee from one PDS or DoD component to another, which is outside an employee's commuting area, is effective after the **employee** has been given reasonable advance notice (at least 30 days). Emergency circumstances are taken into account in determining whether the advance notice period is reasonable. DoD components should give as much advance notice as possible to enable the employee to begin the arrangements necessary when relocating family and residence. See par. C5080-F governing payment of travel and transportation expenses and applicable allowances when short distances are involved. A reasonable advance notice period should not be less than 30 days except when:

- a. the employee and both the losing/gaining agencies agree on a shorter period;
- b. other statutory authority and implementing regulations stipulate a shorter period (see OPM regulations for specified time frames); or
- c. there are emergency circumstances.

C. PCS

1. Authorization. (FTR §§302-2.102, 2.103, 2.104)

When Government-funded PCS is authorized:

- a. a written travel authorization must be issued to a new appointee/employee prior to the appointee/employee reporting to the first/new official station,
- b. the DoD component should advise an appointee/employee not to incur PCS expenses (in anticipation of a PCS) until the written notification has been received,

*c. the travel authorization must indicate the specific allowances authorized as provided in these regulations and provide instructions about procedures for procurement of travel and transportation services. See par. C5080-B for procedural requirements applicable to new appointees.

2. Reimbursement Provisions

a. The reimbursement maximums/limitations that apply to certain allowances are not the same for all employees even though claims may be filed within the same time frame because of:

(1) successive changes to these regulations governing PCS allowances, and

(2) the extended period of time that employees retain eligibility for certain allowances (see par. C1057).

b. The provisions of these regulations in effect on the appointee's/employee's appointment/transfer effective date (see Appendix A) apply for payment/reimbursement purposes. A summary of the allowance rates in effect on specific dates is in Appendix G for reference purposes.

C1051 PRIVILEGES WHILE ON OFFICIAL TRAVEL

A. General. Travelers under official travel orders may use:

1. Government quarters,
2. food services,
3. exchanges, and
4. recreational facilities owned, operated, or under the jurisdiction of the DoD.

B. Availability/Use. The conditions and limitations relating to the availability/use of these facilities are in AR 60-20, dated December 15, 1992, AAFES Operations, {www.usapa.army.mil}, Department of Defense Directive 1330.9, dated December 15, 1986 (ASD FM&P), Subject: Armed Services Exchange Regulations, and Department of Defense Directive 1330.17-R, dated August 3, 1990, Subject: Armed Services Commissary Regulations {web7.whs.osd.mil/dodiss/directives/dir2.html} and at the discretion of the local commander.

C1052 TRAVEL AND TRANSPORTATION FUNDING

A. General. An employee's pay and leave status during official travel are subject to the hours of duty, pay, and leave regulations of the separate departments. A new appointee is in a duty status while traveling to the first PDS.

NOTE 1: For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at <http://www.cpmc.osd.mil/cpm/docs/630.pdf>.

NOTE 2: See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign Area and/or Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DoD Components (FTR §302-2.105)

NOTE: This paragraph applies to movements between any of the following: Army, Navy, Air Force, DoD Components, to or from non-DoD agencies.

1. General. Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DoD Component (see JTR, par. C5005).

2. Reduction in Force (RIF)/Transfer of Functions (FTR §302–2.105). Necessary costs for a transfer, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DoD activity must endeavor to have a non-DoD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD. If a non-DoD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.

3. Movement under the DoD Priority Placement Program (PPP). When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DoD component are funded in accordance with par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with an agreement. An employee serving without an agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD Component

*1. General. Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the discretion of the gaining activity when the gaining activity elects to pay necessary movement costs.

2. Reduction in Force/Transfer of Function. The losing activity must pay necessary movement costs.

3. Base Realignment and Closure. Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a Base Realignment and Closure (BRAC) action.

4. From an OCONUS Activity to a CONUS Activity. When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a househunting trip (if the employee is eligible) and TQSE for an:

- a. employee who completes the prescribed tour of duty under the current agreement;
- b. employee released from the period of service specified in the agreement for reasons beyond the employee's control that are acceptable to the losing DoD component;
- c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
- d. employee with/without transportation agreements moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 above applies.)

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD component.

6. Directed Transfer Due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

D. Renewal Agreement Travel

NOTE: See Appendix A for the definition of "Actual Residence".

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DoD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee who:

- a. returns to the U.S. under a renewal agreement, and
- b. arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel/transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel/transportation costs to the new PDS up to the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel/transportation costs to the new PDSs may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel order to provide for return from the losing activity to the actual residence for separation. The travel/transportation expenses are funded as provided in par. C1052-E, below.

E. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the necessary en route travel/transportation cost for an employee eligible for transportation under an agreement, who returns to the actual residence, or an alternate destination up to the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence. This also applies when an employee under the same conditions expects to continue in Government service in a different department/agency in the geographical locality of the actual residence, provided the employee is not employed or authorized a PCS

movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity. When an employee under an agreement:

- a. returns to the actual residence or an allowable alternate destination in the U.S. for separation, and
- b. after arrival at the destination is employed by another DoD component without a break in service,

*the losing OCONUS activity must pay for the allowable separation travel/transportation costs not in excess of that to the actual residence. For the conditions and limitations regarding payment by the gaining DoD component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. C5085-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

F. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by that individual for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses. The Secretary must first determine the expenses to be reasonable and necessary for the performance of school board duties by that individual. *See DoD Instruction 1342.25, par. 5.4.5, dated October 30 1996, (available at: <http://web7.whs.osd.mil/corres.htm>) "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS);" concerning eligibility for reimbursement for official travel.*

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

NOTE: See website <http://web7.whs.osd.mil/dodiss/instructions/ins2.html> for both DoD Instructions listed above.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,
2. visas,
3. immunizations,
4. advance clearance,
5. special conditions, and

6. other restrictions.

B. No-Fee Passport

*1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa (including green cards) (see par. C4750).

2. Travel Requirements

*a. The necessary passport, visa (including green cards) when required (see par. C4750), and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and

b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:

(1) a foreign country, or

(2) a territory under control of a foreign country. **NOTE:** *The Ryukyu Islands require a passport for travel.*

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.

2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. *Employees may not be ordered/required to use Government quarters, nor may lodging reimbursement simply be limited to the Government quarters cost (44 Comp. Gen. 626 (1965)).* In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTO's), and are encouraged to use those quarters when TDY to a U.S. installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

B. Quarters Not Available. Employees are not required to check Government quarters availability in the following circumstances. The JTR directs that Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;

2. when an authorizing/order-issuing official **NOTE:** *Employees in Senior Level (SL) positions, Scientific and Professional (ST) positions and SES employees (including individuals described under 5 U.S.C. §5703) determine their own quarters availability.* determines Government quarters use would adversely affect mission performance;

3. during en route travel periods; or

4. for TDY/delay of less than 24 hours at one location.

5. Required as Part of Conditions of Employee's Assignment. Travel shall be required by aircraft for any distance when such mode of travel is a part of the conditions of the employee's assignment to a position. Examples of such assignments are when the duties of the position require employees to be aboard aircraft to make repairs or to observe the performance of the plane, or when air travel is necessary for the expeditious performance of the duties of the position in different geographical locations. These employees shall be required to be aboard any type of Government aircraft on scheduled or nonscheduled flights.

6. Necessary for Accomplishment of Mission or when Air is Only Mode Available. Travel for any distance shall be required by aircraft with or without the employee's consent when such mode of travel is necessary for the accomplishment of the activity's mission or is the only mode of transportation available. These employees shall be required to perform travel on commercial aircraft operated on scheduled flights or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. Acceptance by the employee of a travel order authorizing travel by aircraft will constitute agreement to the provisions of the particular travel order

7. Evacuation by Air Required for Medical Reasons. Travel by appropriate aircraft shall be required when competent medical authority determines the use of this transportation mode is necessary for medical evacuation of an employee. For authority to provide transportation by commercial air at Government expense for medical evacuation of an employee assigned at a PDS outside the U.S. and dependents see par. C6600 (for civilian employees assigned to Defense Attaché Offices and DIA Liaison Offices see also DIA Manual 100-1, Vol. 1, Part 4, Section K).

8. Medical Reasons Precluding Air Travel. Neither civilian employees nor their dependents shall be required to travel by air if such mode of transportation is medically inadvisable. A medically inadvisable condition is not limited to physical disability. If a traveler has a bona fide fear or aversion to flying, to the extent that serious psychological or physical reaction would result, this may be a basis for the issuance of a medical certificate precluding travel by aircraft. Appropriate medical authority at a military installation shall be responsible for determining the propriety of issuance of such a medical certificate. The traveler and the official directing travel shall each be furnished a copy of the written medical determination. When one of the members of a family cannot travel by aircraft for medical reasons, the family unit should not be separated unless such separation is acceptable to the family.

C2002 CITY PAIR PROGRAM

Regulations applicable to the Contract City Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. Policy (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. GSA Airline City Pairs Program. Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access "Travel on Government Business and Air Travel/City Pairs" on the GSA website: <http://www.gsa.gov>.

2. Some GSA routes may offer "dual fares"; one fare is an unrestricted fare (fare basis code "YCA") and the other a restricted fare (fare basis code "_CA"). The restricted fare differs from the unrestricted fare only in that the airline can limit the number of seats offered under the restricted, or "_CA" fare basis (this is also referred to as "capacity control"). The unrestricted fare, or "YCA", has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The restricted fare is, in many cases, significantly less than the unrestricted fare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a restricted GSA Airline City Pairs fare on the routes that offer the dual fare structure. Local commercial ticket offices can provide information on what routes offer dual fares.

3. Government contractors are not authorized use of GSA Airline City Pairs fares.

4. Exception to the Use of Contract Carriers: One or more of the following travel conditions, which must be certified on the travel order, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space or a scheduled contract flight (including a confirmed pet space (see **NOTE**)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

NOTE: *When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.*

b. The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours (see par. C1058).

c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. **NOTE:** *This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares).*

d. Rail service is available and that service is cost effective and consistent with mission requirements.

e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. Scheduled Air Carriers (DoD 4500.9-R, Part L, Chap. 103, par. B2)

1. Contract air service between city pairs shall be used for all domestic travel, and for international travel when AMC Category B/Patriot Express is not available or does not meet the mission requirement. ***If a contract city-pair fare is not available***, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

***2. Government contractor personnel are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.**

NOTE: *See par. C2001-A2c for policy regarding use of Rail or Bus service.*

C. Frequently Asked Questions About Using the Contract City Pair Program

1. **How does the program work?**

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

*4. Why can't contractors use it? It would save the government a lot of money!

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. Exceptions to use of the contract carrier are:

- a. No seats/flights available in time to accomplish the mission purpose (e.g., the contract flight is fully booked.). See par. C2002-A1 regarding space for pets.
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours.
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account, e.g., YDG, MDG, QDG, VDG, and similar fares.***

- d. Rail service is available, and such service is cost effective and is consistent with mission requirements.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for coach and business-class service. If business class service has been authorized in accordance with the JTR, then use of contract business class fares is mandatory.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows:

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler. The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

PART B: TRAVEL BY GOVERNMENT CONVEYANCE

C2050 GOVERNMENT AUTOMOBILE

A. Requirements

1. When common carrier transportation is not advantageous to the Government and an automobile is required for official travel, a Government furnished automobile must be used, when available.

*2. Per diem for travel by Government automobile is computed like PCS POC travel (see par. C5060-A).

3. Employees are required to have a valid state, District of Columbia, or territorial motor vehicle operator's license and have travel orders authorizing the temporary use of a Government-owned or contract rental vehicle.

B. Exceptions

1. Privately owned/special conveyances may be used when a Government-furnished automobile is unavailable or its use would interfere with official business.

2. If a Government-furnished vehicle is not available, a Government contract rental or other commercially rented vehicle may be used IAW par. C2001-A3.

C. Limitations

1. Personal preference/minor inconvenience is not a basis for authorizing/approving private/special conveyance use instead of a Government-furnished automobile.

2. Use of a Government automobile is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

- a. duty sites,
- b. lodgings,
- c. dining facilities,
- d. drugstores,
- e. barber shops,
- f. places of worship,
- g. cleaning establishments, and
- h. similar places required for the traveler's subsistence, health or comfort.

C2051 GOVERNMENT AIRCRAFT

A. Air Mobility Command (AMC). Travel may be authorized by AMC aircraft in accordance with the regulations of the separate departments. When travel is performed by scheduled AMC aircraft, the applicable Customer Identification Code (CIC) and Air Movement Designation (AMD) must be included in the travel authorization.

B. Military Aircraft other than AMC. Travel may be authorized by military aircraft other than AMC in accordance with the regulations of the separate DoD components.

C2053 USE OF AERO CLUB AIRCRAFT

The use of Aero Club-owned or Government loaned aircraft shall not take precedence over normal Government conveyance. Authorization for travel by Aero Club aircraft shall be in accordance with administrative regulations of the Service concerned. Reimbursement for expenses incurred is limited as provided in par. C4703-B.

SECTION 2: PERMANENT DUTY TRAVEL

NOTE: In addition to the provisions of Section 1, the following regulations apply.

C2159 AUTOMOBILE

A. General

1. Automobile use is advantageous to the Government for:
 - a. First duty station travel by a newly recruited employee or appointee,
 - b. PCS travel, or
 - c. Separation travel.
2. Mileage reimbursement for automobile travel is at the appropriate PCS mileage rate in par. C2505.
- *3. RAT by automobile is advantageous to the Government when travel costs at the applicable PCS mileage rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C4661 for RAT reimbursement by automobile.***

B. Automobile Use between CONUS and Alaska, Newfoundland, Mexico, or Central America

1. General. Travel between points in CONUS and Alaska (via Alaska Marine Highway System), Newfoundland, Mexico, or Central America (via Pan American Highway) by automobile may be authorized subject to the conditions in pars. C2162-B and C2162-C.
2. Permanent Duty Travel (PDT) other than Renewal Agreement Travel (RAT). For PDT other than RAT to and from Alaska, Newfoundland, Mexico, or Central America:
 - a. The authorized PCS mileage rates in par. C2505 for the official distance between authorized origin and destination points, and
 - *b. The applicable per diem in par. C5060 is payable.
3. Renewal Agreement Travel (RAT) and TDY Travel
 - a. General. Reimbursement for RAT and all TDY travel (including per diem) to and from Alaska, Newfoundland, Mexico, or Central America, is limited to the transportation modes in pars. C2159-B3b and C2159-B3c that would have been used had travel not been authorized by automobile. Reimbursement limitation is determined at the time of travel order issuance. See Chapter 3 for travel order policy.
 - b. Transportation Modes to and from Newfoundland. For travel to and from Newfoundland, the transportation mode that would have been used had travel not been authorized by automobile is common carrier in CONUS.
 - c. Transportation Modes to and from Alaska (via Alaska Marine Highway System), Mexico, or Central America (via Pan American Highway). The transportation modes that would have been used had travel not been authorized by automobile are common carrier in CONUS and:
 - (1) commercial aircraft from the appropriate aerial POE to the aerial POD, or

- (2) Government aircraft from the appropriate aerial POE to the appropriate aerial POD.

The transportation modes in par. C2159-B3c(2) are the basis for reimbursement in the absence of a travel authorization limitation statement.

4. Reimbursement Limitation. When reimbursement is limited under par. C2159-B3, see par. C4661-B.
5. Statements. Travel authorizations must include appropriate authorizations and limitation statements. See Chapter 3 for travel authorization policy.

Effective 19 June 2003

C. Using More than Two POCs (41 CFR §302-4.500 and §302-4.700d)

NOTE: The terms “family members” or “dependents” in this paragraph include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.
2. Mileage Allowance
 - a. When reimbursement for the use of more than two POCs is authorized/approved, the mileage allowance and car ferry fees apply for each POC.
 - b. If the same POC is used for more than one trip, the mileage allowance and car ferry fees apply, except that the mileage rate must be determined on the basis of the number of family members making the old to new PDS trip for the first time (e.g., employee drives spouse and three children on first trip (and receives \$.20/mile) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children. The employee is paid \$.17/mile for the one-way distance from old to new PDS on the second trip for the remaining two children.
3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization or approved by travel authorization amendment after the fact. See Chapter 3 for travel authorization policy.

C2162 AIRCRAFT

A. Privately-Owned Airplane

1. The use of a privately-owned airplane for:
 - a. First duty station travel by a newly recruited employee or appointee,

- b. PCS travel,
- c. Separation travel, or
- d. Renewal agreement travel

is advantageous to the Government when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Mileage reimbursement for travel by privately-owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

*3. Travel time is as provided in par. C5060.

4. Reimbursement computation for travel by privately-owned airplane is in par. C4661.

Effective 1 April 1999

B. Privately-Owned Aircraft other than Airplane (e.g., Helicopter)

- 1. Operation Cost. The actual operation cost, rather than mileage, is paid.
- 2. Expenses
 - a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
 - b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

C2164 PRIVATELY-OWNED MOTORCYCLE

A. The use of a privately-owned motorcycle is advantageous to the Government for:

- 1. First duty station travel by a newly recruited employee or appointee,
- 2. PCS travel,
- 3. Separation travel, or
- 4. Renewal agreement travel

when travel costs at the applicable PCS mileage allowance rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation.

B. Mileage reimbursement for travel by motorcycle that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

*C. Travel time is as provided in par. C5060.

D. Reimbursement computation for travel by privately-owned motorcycle is in par. C4661.

C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT

When an employee travels by POC by personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair if available). Per diem and travel time are based on the air travel time. (59 Comp. Gen. 737 (1980)) The authorizing/order-issuing official, in accordance with pars. C3104-D1e and C2206-B, must ensure a statement is on the travel order indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) shall not exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

C2166 OCEAN-GOING CAR FERRIES

Travelers authorized to travel by POC over a route that requires use of one or more car ferries are authorized the following:

1. PCS Mileage

- a. PCS mileage (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;
- b. If more than one car ferry is used, PCS mileage is payable for overland travel between ferries;

2. Transportation. The employee/dependent(s) are authorized:

- a. Government-procured ferry transportation; or
- b. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);

3. Per Diem

- a. Lodging. Reimbursement for lodging (unless included in the transportation cost) is authorized with no cost ceiling limitation (see par. C2205);
- b. Meals and Incidental Expenses (M&IE). M&IE is based and computed for the employee and dependents using the standard CONUS M&IE rate for the arrival day (embarkation) on the ferry through the departure day (debarkation) from the ferry; and

NOTE: If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.

4. Ferry Fees. Reimbursement is authorized for ferry fees.

NOTE: See par. C2205-F3 for required documentation if U.S. registered ferries are not available.

EXAMPLE 6

Employee's one-way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place of work.

C2402 TRAVEL AT THE TDY LOCATION

A. Points of Travel. Reimbursement for transportation expenses in the TDY area may be authorized/approved for travel between:

1. lodging and duty site;
2. duty sites; or
3. lodging or duty site and dining facility.

B. Conditions of Entitlement. When an employee is on TDY and suitable meals or lodging cannot be obtained at the place of duty, the authorizing/order-issuing official may authorize reimbursement for travel as indicated. The employee must furnish an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Employees may be reimbursed for:

1. round trips daily as required between lodging and place of duty; and
2. trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Travel by Commercial Means. When authorized/approved, an employee who uses commercial transportation is entitled to reimbursement of:

1. fares actually paid for local public transportation;
2. when advantageous to the Government, taxicab fares and transportation-related tips; and
3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

D. POC Travel. When the conditions of par. C2402-B are met, and if authorized/approved as being advantageous to the Government, an employee who travels by POC in and around the TDY station is entitled to reimbursement at the applicable mileage rate for the distance the POC was used for travel on official purposes (see par. C2050).

**C2403 USE OF TAXICABS INCIDENT TO OFFICIALLY AUTHORIZED WORK OUTSIDE
REGULARLY SCHEDULED WORKING HOURS**

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare paid by an employee between the office or duty point and place of abode may be authorized/approved when the following conditions are met:

1. employee is dependent on public transportation for such travel,
2. employee is officially authorized to work outside of regular working hours, and

3. travel is during hours of infrequently scheduled public transportation or darkness.

*Reimbursement for taxicab fares may be authorized/approved by the official who required duty outside the regular working hours or by the employee's supervisor, if such authority has been delegated. Reimbursable expenses include transportation-related tips (see par. C4720-A8). Subject to the requirements of finance regulations, authorization/approval indicating the use of taxis as advantageous to the Government may be written separately from, or on, the reimbursement voucher.

C2404 VOUCHERS AND SUPPORTING DOCUMENTS

Preparation of vouchers and supporting documents must be as prescribed by the Service/Defense Agency concerned. If the employee was in a travel status, the expenses and mileage authorized/approved under this Part must be shown separately on the voucher.

C3057 DISTRIBUTION

The required number of copies of a travel authorization for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that travelers may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. issuance of Government-procured transportation;
2. travel advances;
3. HHG transportation and/or storage;
4. transportation of unaccompanied dependents;
5. transportation by Military Sealift Command (5 copies);
6. transportation by Air Mobility Command (3 copies);
- *7. immunization, passport, and visa (including green cards) (see par. C4750); and
8. administrative requirements, including for a record in the employee's personnel folder, for OCONUS PCS travel.

C3058 UNUSED TRAVEL AUTHORIZATIONS

Unused travel authorizations must be returned promptly to the authorizing/order-issuing official with an appropriate explanation. That official must have the travel authorization canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

8. authorizing excess baggage, if necessary; and
9. of other conditions, limitations, and instructions, as appropriate.

NOTE: Blanket travel authorizations are not used in DTS.

C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 days or less in any continuous 365 day period) by the Government (under 5 U.S.C. §5703) and paid on a daily-when-actually-employed basis or serving without pay or at \$1 a year (see par. C4975 and Appendix E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and order forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

C3104 PCS TRAVEL

A. General. Travel authorizations must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A travel authorization for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. in all cases:
 - a. naming the old and new PDSs and their locations;
 - b. of the reporting date at the new PDS; and
2. if applicable:
 - a. names and relationships of eligible dependents and children's birth dates who are authorized travel;
 - b. that dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
 - c. that "_____ piece(s) or _____ pounds of excess baggage is authorized for each dependent," and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
 - d. of the maximum HHG weight the employee may transport including:
 - (1) temporary storage authority;
 - (2) HHG shipment origin and/or destination points (when different from the employee's);
 - (3) the shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - (4) (for Government-arranged moves) how the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
 - e. that mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

*f. transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. CONUS PCS Travel. A travel authorization for a CONUS to CONUS PCS must contain the same information as in par. C3104-A above, plus a statement:

1. that the travel type is "PCS travel," and
2. if applicable:
 - a. that a transportation agreement has been signed (see par. C4001);
 - b. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
 - c. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
 - d. authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
 - e. authorizing real estate and unexpired lease expenses;
 - f. authorizing special conveyance use for PCS travel;
 - g. that transportation of POV(s) within CONUS is authorized (after the mandatory cost comparison showing a financial savings to the Government has been completed) as more advantageous;
 - h. authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

Effective 1 September 2002

- i. that a home marketing incentive payment is authorized if earned in accordance with Chapter 15, Part C;
- j. that a reduction in force or function transfer is due to base closure if such is the case; and

Effective 19 June 2003

- k. The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by travel authorization amendment after the fact.

Effective 19 June 2003

C. First Duty Station for Appointees. A travel authorization to the first PDS for an appointee must contain the same basic information prescribed in par. C3104-A, plus a statement:

1. that the travel type is "travel to first duty station (5 U.S.C. §5723)";
2. of the date the required transportation agreement is signed;
3. of the actual residence;
4. of the position title and grade to which appointed;

PART D: TRAVEL AUTHORIZATION PREPARATION**C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEMLE R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorizations from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

NOTE: DD Form 1610 must not be used for invitational travel or contractors' travel.

B. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

NOTE: See par. C3101 for specific information required on all travel authorizations.

Item 4, Position Title and Grade/Rating--This information is not required if the travel-approving/directing official determines that inclusion of this information may endanger the employee.

Item 6, Organizational Element--Enter division, branch, or unit to which traveler is assigned.

Item 8, Type of Authorization--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the Lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

- (a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*) \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),
- (b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "Remarks" section of block 16.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

Item 16--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel authorization involving commercial transportation tickets: "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher." If it is not practicable to include this statement in the Remarks section, the statement must be incorporated elsewhere in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler.*** Other examples:

- (a) If excess baggage is authorized, include the statement "____ pieces or ____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302).
- (b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.
- (c) When a travel authorization authorizes premium-class air accommodations, include the statement: "The use of premium-class transportation due to (list condition in par. C2205-A5c or C2205-A5d) is authorized (by inserting the official's appropriate title in cite reference and date - for first class accommodations)." See Chapter 2, Part E.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
- (e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.
- (f) See DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.
- *(g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).
- (h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C4654).
- (i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents.
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

CHAPTER 4 EMPLOYEE TRAVEL

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C4003	WITH WHOM RENEWAL AGREEMENTS ARE NEGOTIATED A. General B. Married Employees C. Exception
C4004	ACTUAL RESIDENCE DETERMINATION A. Appointees (including Student Trainees) Travel to First PDS B. OCONUS Employment
C4005	PERIOD OF SERVICE REQUIREMENT (TOUR OF DUTY) A. Transfers to and within CONUS B. Appointment to First PDS C. OCONUS Employment
C4006	DATE TOURS OF DUTY BEGIN A. Transfer to and within CONUS B. Appointment to First PDS C. Employment OCONUS
C4007	VIOLATION OF AGREEMENT
C4008	LOSS OF ENTITLEMENT UNDER AN AGREEMENT
C4009	ACCEPTABLE REASONS FOR RELEASE FROM A PERIOD OF SERVICE REQUIREMENTS A. General B. Acceptable Reasons for Release from Periods of Service Requirements C. Transfer to other Departments or Agencies
C4010	DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS
C4011	TRANSPORTATION AGREEMENT REQUIREMENTS
C4012	PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS A. General B. Preparation and Disposition

- C. Transportation Agreement for OCONUS Employees other than School Teachers
- D. Department of Defense (DoD) Transportation Agreement – transfer of Professional School Personnel Outside CONUS (OCONUS)
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C4113	TDY STATION BECOMES PDS <ul style="list-style-type: none"> A. Per Diem Entitlement Ends upon Notification of Transfer B. PCS Allowances C. Return to the Old PDS D. Per Diem at Old PDS E. Guidance in Comptroller General and GSBCA Decisions Applicable to Cases in which an Employee is Transferred to the Location at which the Employee is TDY

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C4153	EMPLOYEES ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982
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C4157	RENEWAL AGREEMENT TRAVEL NONCUMULATIVE
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C4162	ALTERNATE DESTINATION A. Entitlement B. Time and Location Requirement C. Alternate Destination not Authorized D. Administration E. Reimbursement
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C4352	AGREEMENT VIOLATIONS FOR OVERSEAS EMPLOYEES <ul style="list-style-type: none">A. Failure to Satisfy Service RequirementB. Violation during the First Year of Service under an Initial AgreementC. Violation after 1 Year of Service under an Initial AgreementD. Employees Serving under Renewal AgreementsE. Teachers in the DoDDS
C4353	COMPUTATIONS <ul style="list-style-type: none">A. GeneralB. Military Sealift Command (MSC) and Air Mobility Command (AMC) CostsC. Commercial Carrier Transportation CostsD. Travel Time CompensationE. Per Diem AllowanceF. Extent of Employee Financial Responsibility to the GovernmentG. Return Travel Costs: Government's ObligationH. Return Travel Costs: Employee's Obligation

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- B. Allowable Lodging Expenses
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- A. General
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- C. Per Diem for Training Assignments of More than 30 Consecutive Calendar Days
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 - B. Passport and Visa for Emergency Technical Support Personnel
- C4753** **PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEES**
- A. General
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	G. Cost Comparisons
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- I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation
- J. Advertisement or Application Form for Conference Attendance
- K. Selection of Attendees
- L. Conference Administrative Costs
- M. Conference Lodging Allowance
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- A. Authority
- B. Conditions

C4976

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- A. General
- B. Definitions
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- A. General
- B. Allowable Expense
- C. Prohibition

<p>6. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD component) (par. C4005-C3).</p>	<p>6. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the period of service at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>7. Employee of a DoD component at an OCONUS PDS who is serving under an agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD component) (see par. C4005-C4).</p>	<p>7. The current agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain to be completed under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months' service is required for entitlement to PCS allowances to the new PDS. A release from the period of service requirement for the convenience of the Government without penalty provisions (par. C4009) applies to any incomplete service under the 12 months agreement (y) when allowing entitlement upon completion of tour of duty under the agreement (x) in effect at the time of reassignment or transfer. Unless released from the period of service requirement failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</p>
<p>*8. Employee of a DoD component at an OCONUS PDS who completes a prescribed tour of duty, does not perform renewal agreement travel (par. C5075), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD component.</p>	<p>8. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances only. Entitlement under the completed tour of duty agreement remains unchanged.</p>

<p>*9. A DoD component civilian employee at an OCONUS PDS who completes a prescribed tour of duty, <i>does not perform renewal agreement travel</i> (par. C5075), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD component.</p>	<p>9. Agreement required to serve the period of service in (a) or (b), whichever is greater:</p> <p>(a) 12 months from the date of reporting for duty at the new PDS or</p> <p>(b) the prescribed initial/renewal tour of duty, as applicable, at the new PDS less the period of service at the old PDS. (If the last tour completed at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the last tour completed at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.)</p> <p><u>Example # 1:</u> An employee completed an initial tour of 18 months at the old PDS. The initial tour at the new PDS is 36 months. An agreement is required to serve 18 months from the date of reporting for duty at the new PDS.</p> <p><u>Example # 2:</u> An employee completed a renewal tour of 18 month at the old PDS. The renewal tour at the new PDS is 24 months. An agreement is required to serve 12 months at the new PDS since the renewal tour at the new PDS (24 months) less the period of service at the old PDS (18 months) is only 6 months.</p> <p>If the period of service at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS.</p> <p>The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</p>
<p>10. A DoD component civilian employee at an OCONUS PDS who completes the prescribed tour of duty, performs renewal agreement travel (Chapter 4, Part D), and returns to the same or a different OCONUS PDS (within the same or to a different DoD component).</p>	<p>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. (par. C4005-C1).</p>

C4012 PREPARATION AND DISPOSITION OF TRANSPORTATION AGREEMENTS

A. General. To establish an employee's eligibility for certain travel benefits incident to permanent duty travel, applicable statutory authority requires that a transportation agreement be executed. This paragraph covers the various transportation agreements that are negotiated with DoD civilian employees.

B. Preparation and Disposition. The signed original transportation agreement or a faxed copy of the signed transportation agreement is placed in the employee's personnel folder, or as otherwise directed in appropriate personnel directives, and the employee is furnished a copy of the signed original. In determining the actual residence, the provisions of par. C4004 apply. Transportation agreement forms, DD Form 1617 (Transfer of

Civilian Employees Outside CONUS (OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within Continental United States (CONUS)), are available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website:
<http://www.dior.whs.mil/>.

C. Transportation Agreement for OCONUS Employees other than School Teachers. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees Outside CONUS (OCONUS), (DD Form 1617), is prescribed for use in connection with:

1. employees transferred or assigned to an OCONUS PDS,
- *2. new appointees appointed to OCONUS positions (see par. C5080-B3 concerning appointments and assignments to the first PDS),
3. renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and
4. return transportation of eligible OCONUS local hires.

D. Department of Defense (DoD) Transportation Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS). Department of Defense (DoD) Transportation Agreement - Transfer of Professional School Personnel Outside CONUS (OCONUS), DD Form 1616, is used in connection with travel of educators in the DoD Education Activity. DD Form 1616 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website:
<http://www.dior.whs.mil/>.

E. Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees to and within Continental United States (CONUS). The Department of Defense (DoD) Transportation Agreement - Transfer of Civilian Employees To and Within Continental United States (CONUS), (DD Form 1618), is prescribed for use in connection with civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.

CHAPTER 4
PART B

RESERVED

PART C: PERMANENT CHANGE-OF-STATION (PCS) TRAVEL**C4100 NOT USED (SEE CHAPTER 5, PART A)****C4107 HOUSEHUNTING TRIP (HHT)**

A. General. The authority to provide an employee and/or spouse a trip at Government expense to a new PDS to find a permanent residence prior to transfer is a management tool. Its purpose is to lower the Government's overall PCS costs by reducing the time an employee would otherwise occupy temporary quarters. A HHT:

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1. is a *discretionary allowance, not an entitlement*, that the authorizing/order-issuing official, *not the employee*, determines is necessary;
2. may *only* be authorized:
 - a. on an individual-case basis;
 - b. when an employee has accepted a permanent transfer; and
 - c. the employee's circumstances indicate the need for a HHT;
3. may not be authorized to assist an employee in deciding whether or not to accept a transfer; and
4. may be authorized only for an employee and/or spouse.

B. Definitions

1. Househunting Trip. A trip made by the employee and/or spouse to a new PDS locality to find permanent living quarters to rent or purchase.
2. Living Quarters. Apartments, condominiums, and cooperatives in addition to townhomes and single family homes.

C. Eligible Employees. An employee may be authorized a HHT when:

1. a PCS is authorized;
2. both old and new PDS are located within the U.S.;
3. Government or other prearranged housing is not assigned at the new PDS; and
4. the old and new PDS are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

D. Individuals Ineligible for HHT. A HHT is not authorized for:

- *1. new appointees or their dependents covered under par. C5080-B;
- 2. employees authorized transportation for dependents and/or HHG to or from a training location when the transportation is authorized in lieu of per diem or actual expense allowance while at the training location under the provisions of par. C4500;
- 3. children.

E. Separate Trips by Employee and Spouse. Only one round trip for househunting may be authorized for the employee and/or spouse in connection with a PCS. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together.

F. When HHT May Begin. A HHT may begin as soon as the employee is notified of the transfer and:

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- 1. receives a PCS order authorizing the HHT in advance of the PCS travel (see par. C4107-Q for travel order requirements);
- 2. the employee signs a transportation agreement; and
- 3. the DoD component establishes, and informs the employee of, the employee's reporting date to the new PDS.

G. When HHT Must Be Completed. (FTR §302-5.12) An employee's round trip house-hunting travel must be completed by the day before reporting to the new PDS. A spouse's round trip house-hunting travel must be completed by:

- 1. the day before PCS travel of the family to the new PDS, or
- 2. the day before the maximum time expires for beginning allowable travel and transportation, whichever is earlier. ***NOTE: The maximum time for beginning allowable travel and transportation is normally 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.***

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H. Who May Authorize HHT. After considering par. C4107-I, an authorizing/order-issuing official or designee may authorize a HHT. The authorizing/order-issuing official or designee must determine:

- 1. if a HHT is necessary;
- 2. whether subsistence reimbursement is to be per diem under the lodgings-plus method (par. C4107-O1) or fixed amount (par. C4107-O2);
- 3. the appropriate duration of a HHT;
- 4. the authorized mode(s) of transportation to and from the new PDS location; and
- 5. the authorized transportation mode(s) for local travel while househunting at the new PDS location.

I. Considerations

Effective 19 February 2002

- 1. General. ***The HHT expenses allowance must be administered to minimize or avoid its use when other satisfactory and more economical alternatives are available.*** An authorizing/order-issuing official or designee must consider pars. C4107-I2, C4107-I3, C4107-I4, C4107-I5 and C4107-I6 before authorizing a HHT.
- 2. Arranging Permanent Quarters before Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for new residence quarters before the move actually takes place.

3. Arranging Permanent Quarters While in Temporary Quarters. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary quarters at the new PDS for a longer period than might otherwise normally be required, subject to limitations, until the employee finds permanent quarters.
4. Avoiding Advance Trip. If payment for temporary quarters is to be authorized, a HHT may be avoided. It might be less costly to the Government, and more satisfactory to the employee, for the employee's dependents to remain at the residence in the old PDS locality while the employee occupies temporary quarters at the new PDS. During that time the employee can select permanent quarters after becoming familiar with the new PDS area.
5. On TDY at New PDS. When an employee is on TDY at a new PDS for a period before the permanent transfer is effective, a HHT should be unnecessary.
6. Housing Information Assistance. It might be possible for the DoD component to avoid or shorten the duration of a trip by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

J. Prohibitions. HHT are not authorized under the following circumstances:

1. when it is expected that an employee will be assigned to Government or other prearranged residence quarters at the new PDS location;
2. when the employee has not yet formally agreed to transfer to the new PDS;
3. when the old and/or new PDS are located outside the United States; or
4. when the distance between the old and new PDS is less than 75 miles (as measured by map distance) via a usually traveled surface route.

K. Trip Duration. Househunting travel should be authorized for a reasonable period of time considering distance between the old and new PDS, transportation mode, and the housing situation at the new PDS location. A HHT, including travel time, shall not exceed 10 calendar days.

L. Transportation to and/or from New PDS Locality. When authorizing or allowing a particular transportation mode, the objective must be to minimize the time en route and maximize time at the new PDS locality. If POC use is authorized, then the POC use is advantageous to the Government and the applicable PCS mileage rates in par. C2505 are authorized. If the employee travels by other than the authorized mode, reimbursement shall be actual transportation expenses but no more than the cost of the authorized transportation.

M. Local Transportation. Reasonable expense for local transportation at the new PDS location shall be allowed. Local transportation by common carrier, local transportation systems, MTMC negotiated agreement rental or other commercially rented automobiles, or POC at the applicable PCS mileage rate in par. C2505 may be authorized. However, the local transportation mode must be consistent with the transportation mode authorized for travel to and from the PDS. Expenses for the use of taxis shall be limited to transportation between depots, airports, or other carrier terminals and place of lodging.

N. Subsistence. Subsistence expense reimbursement for a HHT is normally paid under the lodging-plus system as indicated in par C4107-O1. However, a DoD component may offer to pay a fixed amount as reimbursement for subsistence expenses in accordance with par. C4107-O2. Factors for consideration in determining whether to offer the fixed amount reimbursement:

1. Ease of administration. Payment of a per diem allowance under par. C4107-O1 (lodging-plus method) requires a review of claims for the validity, accuracy, and reasonableness of lodging expense amount. A fixed amount paid under par. C4107-O2 is easier to administer because a review of expenses is not required.

2. Cost considerations. The cost of each subsistence reimbursement option must be considered on a case-by-case basis.
3. Treatment of employees. Employee morale and productivity should be considered as well as costs.

The per diem reimbursement method authorized by the DoD component concerned must be indicated on the PCS order.

O. Subsistence Amounts. Employees' subsistence allowance may be calculated under either par. C4107-O1 or C4107-O2.

1. Lodgings-Plus Method. An appropriate per diem, as prescribed in pars. C4553 and C7006, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: *AEA in JTR, Chapter 4, Part M may not be authorized/approved for a HHT.*

2. Fixed Amount. The amount calculated under par. C4107-O2a or C4107-O2b, as applicable:

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a. The employee and spouse both travel (either together or separately), the applicable locality rate (listed at <http://www.dtic.mil/perdiem/pdrates.html>) multiplied by 6.25, or

b. If only one (employee or spouse) travels, the applicable locality rate (listed at <http://www.dtic.mil/perdiem/pdrates.html>) multiplied by 5.

The fixed amount determined in par. C4107-O2a or C4107-O2b applies for the entire trip without regard to the number of days (1 to 10 calendar days) authorized for the househunting trip. *Any balance from the determined fixed amount not used by the employee for expenses still belongs to the employee and may be taxable (41 CFR §302-5.18).*

3. Examples: Subsistence Amount Calculations

An employee and spouse are authorized a HHT to Arlington, VA, for 10 days. Per diem for Arlington at the time of travel is \$166 (\$124 for lodging and \$42 for M&IE). The double occupancy lodging cost is \$90. The single occupancy lodging cost is \$60.

Case 1

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under (par. C4107-O1) the lodging-plus method.

Per diem for the employee:

Day of travel to Arlington: 75% x \$42 = \$31.50 plus \$45 (1/2 lodging cost) =	\$76.50
8 days in the Arlington Area: \$42 (M&IE) + \$45 (Lodging) = \$87 x 8 days =	\$696.00
Day of return to PDS: 75% x \$42 =	\$31.50

Per diem for the spouse

Under par. C7006-2 the maximum amount allowable is $\frac{3}{4}$ of the per diem rate to which the employee is entitled under par. C4553.

Computing Maximum amount Allowable for spouse:

Maximum allowed for M&IE: $\frac{3}{4}$ x \$42 (M&IE) = \$31.50

Maximum allowed for lodging: $\frac{3}{4}$ x \$124 = \$93

Computing Actual Amount allowed for spouse:

Day of travel to Arlington: 75% x \$31.50 = \$23.62 plus \$45 (1/2 lodging cost which is within the maximum \$93 allowed) =	\$68.62
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8 days in the Arlington Area \$31.50 (M&IE) + \$45 (lodging cost) =	\$76.50
8 days x \$76.50 =	\$612.00
Day of return to PDS: 75% x \$31.50 =	\$23.62
Total	\$1508.24

Employee must provide receipts for lodging.

Case 2

The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2) for a 10 day trip. The employee accepts subsistence at the fixed amount (par. C4107-O2a).

Subsistence for employee and spouse: $\$166 \times 6.25 =$

Total \$1037.50

No receipts for lodging required.

Case 3

Employee reports to the new PDS without performing a HHT and the spouse travels alone at a later date.

(a) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses (par. C4107-O2). The employee elects per diem under the lodging-plus method (par. C4107-O1). Under par. C7006-C the employee is entitled to per diem for the spouse up to the maximum rate. In this case, up to \$166 (\$42 (M&IE) and \$124 (lodging)).

Per diem for the spouse (lodging cost \$60) is as follows:

Days of travel to Arlington: $\$31.50 (75\% \times \$42) + \$60$ (lodging) =	\$91.50
8 days in the Arlington area: $\$42 + \$60 = \$102 \times 8$ days =	\$816.00
Day of return to PDS: $75\% \times \$42 =$	\$31.50
	Total \$939.00

Employee must provide receipts for lodging.

NOTE: If the spouse lodges with the employee, there is no reimbursement for lodging unless there is an additional charge for the spouse.

(b) The DoD component offers to pay a fixed amount as reimbursement for subsistence expenses for a 10 day househunting trip (par. C4107-O2). The employee accepts the fixed amount (par. C4107-O2b).

Subsistence for the spouse is: $\$166 \times 5 =$

Total \$830.00

No receipts for lodging required.

P. Documenting Expenses. To receive reimbursement for HHT transportation expenses an employee must itemize transportation expenses and have receipts as required by par. C1310. When an employee is paid per diem under par. C4107-O1 using the lodging-plus method, the employee must itemize lodging expenses and have receipts for lodging. When an employee is paid subsistence in a fixed amount under par. C4107-O2, no itemization or receipts are required.

Q. Travel Authorization Requirements. The PCS travel order must include:

1. househunting travel authorization;
2. transportation mode;
3. the authorized subsistence reimbursement method;
4. the period of time authorized for the trip;
5. the duty reporting date at the new PDS; and
6. a statement that the employee has signed the required agreement.

R. Status while on HHT. An employee is in a duty status at no charge to leave while performing househunting travel during the authorized period of absence.

S. No Return to Old PDS. In instances where a househunting trip is authorized and the employee reports for duty at the new PDS instead of returning to the old PDS, househunting subsistence is payable for the days spent seeking permanent quarters up to the day before reporting for duty not to exceed the number of days authorized for the househunting trip. The one way transportation is considered PCS travel (B-209727, July 12, 1983, and B-215701, December 3, 1984).

T. Advance of Funds for HHT Expenses. See par. C1101 for advance of funds for househunting travel expenses.

U. HHT in Connection with TQSE Allowance

1. TQSE(AE). If an employee is paid or reimbursed for HHT days and TQSE(AE) is subsequently authorized, the actual number of days paid or reimbursed on either a lodgings plus or fixed amount HHT basis are deducted from the first 30-day period of authorized TQSE(AE). See par. C13225. For example, if an employee is:

- a. **paid** for 5 days of a HHT, then **deduct 5** days from the first 30-day period of authorized TQSE(AE),
- b. **paid** for 6.25 days of a HHT, then **deduct 6** days from the first 30-day period of authorized TQSE(AE), or
- c. **reimbursed** for 10 days of a HHT, then **deduct 10** days from the first 30-day period of authorized TQSE(AE).

2. TQSE(F). The number of days paid or reimbursed for a HHT are **never** deducted from TQSE(F). See par. C13320.

C4109 TEMPORARY ASSIGNMENT OF EMPLOYEES BETWEEN THE FEDERAL GOVERNMENT AND STATE OR LOCAL GOVERNMENTS OR INSTITUTIONS OF HIGHER EDUCATION AUTHORIZED BY THE INTERGOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

Title 5 U.S.C. §3371 through §3375 provides authority for the temporary assignment of employees between the Federal Government and state or local governments, colleges and universities, Indian tribal governments, federally funded research and development centers, and other eligible organizations. The statutory authority provides for travel and transportation expenses similar to those provided to an employee incident to a transfer. Assignments solely for training are not contemplated under this authority. The assignments may be made for up to 2 years. They may, under certain circumstances, be extended for up to an additional 2 years. For travel purposes, these employees, whether in an appointed or detail status, are “employees” for determining eligibility for TDY orders and travel entitlements under the FTR and JTR. OPM has authority to promulgate regulations governing the temporary assignment of these employees. Travel, transportation and related allowances for an employee under the IPA Mobility Program and dependents shall be in accordance with OPM regulations in CFR, Part 5, Chapter 334. **NOTE:** See <http://www.opm.gov/programs/ipa/index.htm> for information and OPM regulations concerning the IPA Mobility Program.

C4113 TDY STATION BECOMES PDS

A. Per Diem Entitlement Ends upon Notification of Transfer. Generally, when an employee is transferred for permanent duty to a place at which the employee is already on TDY, the transfer is effective for per diem purposes on the date the employee receives definite notice, whether formal or informal, of the transfer. Per diem stops on the date the employee receives the notice. This, however, does not apply if the employee performs a TDY period or periods at the new PDS between the time the employee receives definite notice of the transfer (ex: 1 September 2003) and the effective date of the transfer (ex: 30 September 2003) if such period or periods are terminated by a return to the old PDS at which the employee performs substantial duty (B-214966, December 27, 1984).

NOTE 1: *An employee’s per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. DoD components must carefully review the circumstances of the employee’s TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.*

B. PCS Allowances. An employee on TDY at a location that becomes the employee's PDS is authorized PCS allowances if the transfer is in the Government's interest. Par. C4102 lists PCS allowances that are authorized in this case as well as the allowances (TQSE and househunting trip) that may be authorized.

C. Return to Old PDS. Return travel to the old PDS from the TDY location, or new PDS when an employee is transferred in the Government's interest to the TDY location, may be authorized/approved at Government expense (B-169392, October 28, 1976) as indicated in pars. C4113-C1 and C4113-C2.

1. Return to the Old PDS before the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the TDY location to the old PDS, *before the date on which the TDY location becomes the employee's new PDS*, is authorized/approved, the employee is authorized:

a. return transportation to the old PDS under the TDY travel authorization, or reimbursement on a TDY mileage basis for POC use at the rate in par. C2500 if POC travel is determined to be advantageous to the Government plus per diem for the return trip payable in connection with return from TDY; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

2. Return to the Old PDS after the Date on which the TDY Location Becomes the Employee's New PDS. When return travel from the new PDS to the old PDS, *after the date on which the TDY location becomes the employee's new PDS*, is authorized/approved, the travel is PCS travel (B-169392, 28 October 1976) and the employee is authorized:

a. transportation under the PCS travel authorization to the old PDS, or reimbursement on a PCS mileage basis for POC use at the one person rate in par. C2505 (69 Comp. Gen. 424 (1990)) plus per diem for the return trip payable in connection with PCS travel; and

b. transportation to the new PDS under the PCS travel authorization, or reimbursement on a PCS mileage basis for POC use at the applicable rate in par. C2505 for travel to the new PDS plus per diem payable in connection with PCS travel.

D. Per Diem at the Old PDS. Return to the old PDS before the date that the employee's TDY location becomes the employee's PDS is treated in the same manner as return from any TDY assignment and no per diem is payable at the old PDS. Return transportation to the old PDS after the date on which the TDY location becomes the employee's PDS is authorized as PCS travel and per diem at the old PDS is not authorized in connection with such travel.

E. Guidance in Comptroller General and GSBGA Decisions Applicable to Cases in which an Employee Is Transferred to the Location at which the Employee is TDY

1. B-214966, 27 December 1984. Several different cases, dealing with transfers to TDY locations and cessation of per diem payments in those cases, are discussed as well as the exception to these situations when an employee performs a period or periods of TDY at the new official station between the time the employee receives the transfer authorization and the stated effective date of that authorization if such TDY period or periods are terminated by a return to the old station on official business.

2. GSBGA 13686-RELO, 28 February 1997. An employee was authorized a TDY assignment at the old PDS to act as a contracting officer's representative to make arrangements and supervise the packing and shipping of the employee's HHG.

3. GSBGA 15640-RELO, 13 June 2002. An employee was authorized reimbursement for second trip to the old PDS to supervise the shipment of HHG because, due to circumstances beyond the employee's control, the employee was unable to ship the HHG at the time of transfer.

4. B-169392, 28 October 1976. An employee was authorized reimbursement for expenses (transportation and per diem) for a round trip between the new and old PDSs several months after the TDY location became the employee's new PDS.
5. B-188093, 18 October 1977
 - a. One instance that notice of transfer to the location at which an employee is on TDY does not preclude payment of per diem while at that location is the case in which an employee returns to the old PDS to perform substantial duty before the scheduled PCS date. An employee who was notified of a transfer to the TDY location could continue to be paid per diem until the end of the TDY assignment because the employee was expected to return to the old PDS for two or three weeks before the date on which the employee was to report to the new PDS.
 - b. Return to the old PDS for a weekend primarily to make moving arrangements is not considered to be performance of substantial duty at the old PDS as that term is used in par. C4113-E5a, above.
 - c. Notification of a transfer to the TDY location is not necessarily based on the date the employee receives a formal or written notice of the PCS, it may be based on the date that the employee actually knew officially that the TDY location was to become his PDS. The notice to the employee not only must be communicated to the employee by proper authority but should also be definite as to the action being taken so that the employee has no doubt concerning the PCS.
 - d. To eliminate any misunderstanding, the employee should be advised at the time the employee is notified of the PCS to the TDY location that the notification also terminates per diem entitlement at the TDY location. At the same time, or soon after, a PCS travel authorization should be issued. Round-trip travel expenses should be authorized as soon as possible for the employee's return trip to the old PDS so that the employee can begin making necessary arrangements in preparation for the PCS.
6. B-190107, 8 February 1978. An employee performed intermittent TDY in Boston during June 1977. By PCS travel authorization dated 16 June 1977 the employee was transferred to Boston, effective 3 July 1977. While the general rule is that an employee, transferred to the place where the employee is performing TDY, may not be paid per diem after notice of such transfer, the rule is not applicable where TDY is intermittent and it is expected that the employee will return to headquarters for official duty prior to effective date of transfer.
7. B-205440, 25 May 1982. An employee stationed in Washington, D.C., who performed intermittent TDY in Hines, Illinois, after being notified of transfer to Hines effective 9 September 1978, nonetheless may be paid per diem when at Hines through December 30, 1978, since the employee was issued a TDY travel authorization to Hines during this period and until reporting to Hines on that date spent much time on assignment in Washington, D.C.
8. B-213742, 5 August 1985. Since employee was notified, while at a TDY station (Washington, D.C.), that Washington, D.C., had been changed to the employee's PDS, the employee may be reimbursed for round-trip travel and transportation expenses incurred between Washington, D.C., and Fort Collins to arrange for the movement of the employee's family and HHG and assisting in other matters incident to the relocation.
9. 64 COMP. GEN. 205 (1985). An employee received travel and per diem during an alleged 6-month detail in Washington, D.C., and then was permanently assigned to Washington. Whether a particular location should be considered a temporary or permanent duty station is a question of fact to be determined from the travel authorization directing the assignment, the duration of the assignment, and the nature of the duties to be performed. Under the facts and circumstances of this case, it was concluded that the employee's 6-month detail in Washington constituted a legitimate TDY assignment. Therefore, the employee was entitled to TDY allowances in Washington until the day the employee received definite notice of transfer there.
10. 69 Comp. Gen. 424 (1990). An employee, permanently transferred to the place at which the employee was on a TDY assignment, returned to the old duty station by privately owned vehicle to retrieve stored household

goods. The employee is entitled to en route per diem and PCS mileage expenses for the round-trip since relocation travel by privately owned vehicle is deemed advantageous to the Government.

11. B-253033, 16 November 1993. An employee's official duty station was Salt Lake City, Utah. The employee was on a TDY assignment in San Bernardino, California, where the employee was selected for a permanent position. However, the employee's final TDY period in San Bernardino was terminated by a return to Salt Lake City for substantial official business. The effective date of transfer for per diem purposes is the date on which the employee returned to San Bernardino to stay at the new position, after completion of official business in Salt Lake City.

CHAPTER 4
PART E
RESERVED

CHAPTER 4
PART F
RESERVED

CHAPTER 4
PART G
RESERVED

PART K: TRAINING COURSE ATTENDANCE**C4500 ALLOWANCES**

When an employee is attending a TDY training course (5 U.S.C. §4104-4109) away from the PDS one of the following may be authorized:

1. per diem (see par. C4561) or AEA (see par. C4600); or
2. dependent and HHG transportation to and from the training location (see pars. C4510 and C4515).

When the training course is in the area of the PDS, the following may be authorized IAW par. C2401:

3. mileage and reimbursement of ferry fares; bridge, road, and tunnel tolls; and parking fees; and
4. common carrier transportation costs reimbursement.

NOTE: *Per diem or AEA is not payable when an employee is authorized travel reimbursement to and from the training location in item 3 or for common carrier transportation in item 4, except as provided in par. C4505, item 3.*

C4505 TRANSPORTATION AND PER DIEM OR AEAS

1. Transportation and per diem or AEAs while traveling to a training location at the beginning of the assignment and return to the residence following training completion are the same as for travel to and from all TDY assignments.
2. If an employee is authorized per diem or AEAs but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and round-trip transportation may not exceed the per diem or AEAs allowed if the employee had remained at the training location (see par. C4677).
3. The employee is entitled to **round-trip** mileage or the cost of **round-trip** public conveyance transportation (from the residence to the training location) and per diem or AEAs (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

C4510 DEPENDENT AND HHG TRANSPORTATION

NOTE: *Dependent and HHG transportation allowances are authorized in Chapters 7 and 8.*

A. Allowances Authorized

1. If the estimated total cost of round-trip transportation for dependents (**excluding per diem**) and HHG between the PDS and the training location is less than total per diem or AEA payments the employee could receive, the order-issuing/authenticating official may authorize round-trip dependent and HHG transportation instead of per diem or AEA payments.
- *2. When round-trip dependent and HHG transportation is authorized and the employee and/or dependents travel by privately owned automobile, mileage reimbursement is authorized as in par. C5050-A.
3. Dependent and HHG round-trip transportation may be changed to authorize per diem or AEA payment any time before transportation begins. After transportation begins, the employee entitlement and Government obligation are fixed and may not be changed (39 Comp. Gen. 140 (1959)).

B. Allowances Not Authorized. Dependent and HHG transportation authorized to a training location instead of per diem or actual expense reimbursement is not a PCS to the training location and the following allowances shall **not** be authorized:

1. per diem payment for dependent travel,
2. a house-hunting trip,
3. TQSE payment (*See par. C13115-B.*)
4. miscellaneous expense reimbursement,
5. reimbursement for real estate transactions and unexpired leases.

C. Activity or Command Responsibility

1. Transportation expenses are the financial responsibility of the activity or command that funds the training assignment.
2. The activity or command having jurisdiction over the employee is responsible for travel-order issuance.

C4515 NO RETURN TO OLD PDS

A. Dependent and HHG Transportation

NOTE: Dependent and HHG transportation allowances are authorized in Chapters 7 and 8.

1. An employee who:
 - a. attends a training program away from the PDS and is transferred to a new PDS after completing the program without returning to the old PDS, or
 - b. attends a training program away from the PDS en route to a new PDS,

may be authorized (instead of per diem or actual expense reimbursement while at the training location) reimbursement for the cost of:

- c. dependent and HHG transportation (but not per diem) from the PDS to the training location up to the total per diem or AEA payments that would have been received at the training location; and
 - d. dependent and HHG transportation and per diem from the training location to the new PDS up to the cost of dependent and HHG transportation and per diem from the old to the new PDS.
2. When dependents and HHG are moved to the training location and then to a new PDS, transportation at Government expense may not exceed the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. Gen. 834 (1973)).

*B. Mileage Reimbursement. For PCS mileage reimbursement when an employee and/or dependents travel by privately owned automobile see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been notified of a transfer to a new PDS for the purposes of Chapter 14.
2. Before the training begins, selected employees should be issued PCS orders assigning them to the training program and stating that they are being transferred to a new PDS after training is completed. These orders establish the employee's entitlement to real estate transaction allowance reimbursement in Chapter 14.

3. Payment of real estate transaction allowances in Chapter 14 (as well as other PCS allowances authorized for an employee's transfer) may not be authorized until the employee has:
 - a. successfully completed the training program,
 - b. signed the transportation agreement required in par. C4002, and
 - c. been assigned to a PDS (other than the PDS at the time of selection and entry to the training assignment) (B-161795, June 29, 1967).

C4520 INTERNS AND TRAINEES

1. When moving an intern or a trainee, it must be determined if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility.
2. The fact that an employee is assigned for the purpose of learning from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each move on an individual basis.

**4. If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work, see par. C5075.*

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, order-issuing officials or authenticating officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

C4552 GENERAL RULES REGARDING PER DIEM

A. Per Diem Beginning and Ending. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other authorized departure point and ends on the day the employee returns to the place of abode, office, or other authorized point at the TDY assignment conclusion.

B. Restriction In Establishing PDS. *Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).*

*C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in pars. C1061 or C4552-D. Except as indicated below per diem is not payable at the old or new PDS for TDY en route that is part of PCS travel. Nonpayment of per diem applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY period. Exception: An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS, is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: An employee departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is authorized per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA, first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places outside the PDS. Per diem allowance shall not be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in par. C4552-F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem allowance may be authorized/approved by the authorizing/order-issuing official.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense does not affect the employee's prescribed per diem rate.

F. Travel of 12 or Fewer Hours (12-Hour Rule). *A per diem allowance shall not be allowed when the official travel period is 12 or fewer hours.* This rule also applies to permanent duty travel. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is 12 or fewer hours.

G. Per Diem Relationship to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or nonforeign post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, payment of per diem is authorized concurrent with payment of the differential.

H. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)). For AEA information, see Part M.

I. Extended TDY Assignments. Authorization should be sought for a reduced per diem rate under par. C4550-C when travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals). Also see:

1. par. C4560 for applicable per diem when TDY assignment is for more than 180 consecutive calendar days;
2. par. C4430 concerning authorization for long-term TDY assignments; and
3. pars. C4500 and C4561-C if the TDY assignment is for training.

J. Meetings and Conventions. In the interest of uniform treatment of employees, whenever a meeting or conference is arranged which involves the travel of attendees from other DoD components, and reduced cost lodging accommodations are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding attendance at meetings and registration fees.

K. Employee Dies or Is in a Missing Status while in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 'LODGINGS PLUS' PER DIEM SYSTEM PER DIEM COMPUTATION

A. General. Per diem allowances for all official travel, including PCS, shall be computed under the lodgings-plus system except when:

1. a fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. a per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. a per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 consecutive calendar days) applies;
4. a per diem rate prescribed in par. C4561-B for specific training courses, or par. C4561-C for training assignments of more than 30 calendar days, applies;
5. a per diem rate prescribed in par. C4558 for travel by vessel applies;
6. the per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. a per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;

9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the lodgings-plus system, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. The rules in pars. C4553-B through C4553-F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. *Maximum per diem rates for CONUS travel are at <http://www.dtic.mil/perdiem/pdrform.html>. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the Standard CONUS per diem rate applies. See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.*

2. For OCONUS Travel. The maximum per diem rates prescribed in <http://www.dtic.mil/perdiem/opdrform.html> apply to OCONUS travel.

3. PDT

a. CONUS. *The Standard CONUS per diem rate (see par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current rate) is the applicable maximum per diem rate for CONUS travel in connection with:*

- (1) travel to a first duty station for a newly recruited employee or appointee;
- (2) travel incident to a PCS;
- (3) renewal agreement travel;
- (4) separation travel; and
- (5) while occupying temporary quarters (except when a fixed TQSE is authorized under Chapter 13, Part C).

The locality rates listed in <http://www.dtic.mil/perdiem/pdrform.html> apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

b. OCONUS. The locality rates prescribed for OCONUS locations in <http://www.dtic.mil/perdiem/opdrform.html> apply for OCONUS:

- (1) travel to a first duty station for a newly recruited employee or appointee;
- (2) travel incident to a PCS;
- (3) renewal agreement travel;
- (4) separation travel;
- (5) travel (for the entire trip) to seek permanent residence (house-hunting); and
- (6) while occupying temporary quarters at an OCONUS location.

4. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix)) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses

recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://www.dtic.mil/perdiem/pdrates>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. Receipts for lodging are required (see par. C1310).

NOTE: The maximum amount allowed for lodging in the United States and non-foreign areas (see <http://www.dtic.mil/perdiem/rateinfo.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are a separately reimbursable travel expense. The maximum amount allowed for lodging in foreign areas (see <http://www.dtic.mil/perdiem/rateinfo.html>) includes an amount for lodging taxes. Taxes on lodging in foreign areas are not separately reimbursable.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) The PMR or GMR (par. C4554) shall not apply for the first and last day of travel.

NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for travel OCONUS. The PMR or GMR shall not apply for the first and last day of travel.

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in par. C4553-D 1 and C4553-D2.

1. TDY of More than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in pars. C4553-D1a and C4553-D1b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8)

NOTE: Per diem payment under par. C4553-D1a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a)).

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More than 24 Hours. The applicable maximum per diem rate for each calendar day of travel is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see par. C4553-B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate shall be applicable to a calendar day. The rules in pars. C4553-D2a through C4553-D2e, par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial vessel) shall be applied in calculating the allowable per diem for travel of more than 24 hours.

*a. Day Travel Begins

- (1) Lodging Required. When lodging is required on the day travel begins (day of departure from the PDS, home, or other authorized point), the per diem allowance is the actual lodging cost incurred by the traveler, up to the maximum lodging rate prescribed for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate prescribed for that location as provided in par. C4553-D2e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.
- (2) Lodging Not Required. When lodging is not required on the day travel begins (day of departure from the official station, home or other authorized point), the per diem allowance is the TDY destination M&IE rate as provided in par. C4553-D2e.
- b. Full Calendar Days of Travel
- * (1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual lodging cost incurred by the traveler, up to the applicable maximum lodging rate prescribed for the stopover point or TDY location, plus the applicable M&IE rate.
- (2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.
- c. Returning from Travel
- * (1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual lodging cost, up to the applicable maximum lodging rate for the stopover point or TDY location (as appropriate), plus the applicable M&IE rate.

Example 2

A traveler occupied Government quarters while on a training assignment at a military installation in Location C. The traveler was required to perform additional TDY for 3 days in Location D. If the traveler vacated the Government quarters (daily cost \$25) while on the 3 day TDY assignment the quarters might not be available upon return. The authorizing/order-issuing official agreed that it would be more economical for the traveler to retain the Government quarters while on TDY in Location D and approved reimbursement for those quarters as a miscellaneous expense allowance (par. C4720-B4k). The lodging costs (\$110) incurred in Location D was used for determining the traveler's per diem while on TDY in that city.

Applicable per diem rates as used in this example:

Location C \$38 (M&IE) and \$109 (Maximum lodging)

Location D \$46 (M&IE) and \$130 (Maximum lodging)

Government quarters reimbursement for 3 days: \$75 (\$25 x 3).

TDY assignment per diem in Location D:

First day (day of departure from Location C and arrival in Location D):

\$46 (M&IE) plus \$110 (lodging cost) = \$156 plus lodging tax (see **NOTE**)

Second and third day:

\$46 (M&IE) plus \$110 (lodging cost) = \$156 x 2 = \$312 plus lodging tax (see **NOTE**)

Day of return to Location C:

\$38 (M&IE) plus \$25 (lodging cost) = \$63

NOTE: Lodging taxes are not reimbursable in addition to per diem when TDY is in a foreign area.

G. Lodging Obtained on a Weekly or Monthly Basis. When a traveler obtains lodging on a weekly or monthly basis, the daily lodging cost is computed by dividing the total periodic (e.g., weekly, monthly) lodging cost by the number of days the traveler is entitled to the lodging portion of per diem (62 Comp. Gen. 63 (1982)), provided the traveler acts prudently in renting by the week or month, and that the Government cost does not exceed the cost of renting conventional lodgings at a daily rate.

Example

1. A traveler is TDY at a location where the per diem is \$85 (\$55 for lodging and \$30 for M&IE).
2. The traveler obtains lodging on a long-term basis and is paying \$900 a month for an apartment and utilities.
3. In a normal month, the daily lodging cost would be \$30 (\$900/30 days).
4. In June the traveler took leave for 10 days and is entitled to per diem for only 20 days.
5. The daily lodging rate for the traveler during June is computed to be \$45 per day (\$900/20). Since the \$45 daily lodging cost does not exceed the authorized \$55 lodging ceiling, the traveler is reimbursed \$45 per day for lodging in June.

*H. Reimbursement of Nonrefundable Room Deposit and Prepaid Rent. See par. C4720-B4l for reimbursement of lodging costs when TDY is curtailed, canceled or interrupted for official purposes.

I. Double Occupancy. In the case of double occupancy, the employee is allowed one-half of the double occupancy charge if a room is shared with another employee or uniformed service member on official travel. Otherwise, the employee is allowed the single room rate. The employee must provide the single room rate.

J. Lodging Taxes. Unless exempted by the State or local jurisdiction, an employee is required to pay applicable lodging taxes while traveling on Government business. Exemptions from taxes for Federal travelers and the forms required to claim them vary from location to location. The GSA Travel Homepage (<http://policyworks.gov/travel>) lists jurisdictions where tax exempt certificates should be honored.

EXAMPLE 3
(TDY Travel Involving IDL)

ITINERARY

8/15 Sunday	Depart residence en route to Hong Kong, cross IDL
8/16 Monday	Arrive Hong Kong
8/17-8/20 (Tues-Fri)	TDY Hong Kong
8/21 Saturday	Depart Hong Kong, arrive residence

Lodging cost incurred in Hong Kong \$70 per night

MAXIMUM RATES AT TIME OF TRAVEL

Hong Kong \$34 (maximum lodging amount \$221, local meals rate \$98, PMR \$53 and local incidentals rate \$25).

REIMBURSEMENT		
8/15 Sunday (day travel begins)	75% times \$123 (Hong Kong M&IE \$98 + \$25) = \$92.25 + \$70 (lodging cost) =	\$ 162.25
8/16 Monday	IDL (15th and 16th are treated as one day for per diem) =	0
8/17 - 8/20 (Tuesday - Friday)	\$123 (Hong Kong M&IE) + \$70 (lodging cost) = \$193 x 4 days =	\$ 772.00
8/21 Saturday (day of return travel, no lodging cost)	\$123 (Hong Kong M&IE) x 1 day =	\$ 123.00
8/21 Saturday (day travel ends)	75% times \$123 (Hong Kong M&IE \$98 & \$25 =	\$ 92.25
Total Reimbursement		\$1149.50

When crossing the IDL in a westward direction (Los Angeles to Hong Kong), the dates 8/15 - 8/16 (Sunday and Monday) are treated as one day for per diem computation purposes. Upon return (west to east) when employee crosses the IDL, the remaining hours on Saturday become Friday east of the IDL and the traveler arrived home on the second Saturday. For per diem purposes each Saturday is treated as a separate day.

EXAMPLE 4
(TDY Travel - More Than 12 Hours But Not Exceeding 24 Hours)

DEP	Residence	1 May
ARR	1st TDY location	1 May
DEP	1st TDY location	1 May
ARR	2nd TDY location	1 May
DEP	2nd TDY location	1 May
ARR	Residence	2 May

Actual travel time is 18 hours.	
M&IE rate applicable to 1st TDY location	\$36.00
M&IE rate applicable to 2nd TDY location	\$28.00
REIMBURSEMENT	
75% x \$36.00 (Highest M&IE for TDY locations)=	\$27.00
Total reimbursement =	\$27.00

EXAMPLE 5
(PCS Travel)

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

*An employee performed PCS travel from San Francisco, CA, to Washington, DC, in 10 days. The employee elected to travel by automobile, accompanied by spouse and 2-year old child. They departed their residence at 1130 on the first day (departure day) and arrived at the new PDS at 1930 on the 10th day (arrival day). The official distance traveled was 2,826 miles. Based on an average distance of 350 miles per calendar day, the employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 9 nights, two of which were spent at friends' homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$58, \$57, \$59, \$58, \$57, \$56, \$59, and 2 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ \$86 (Standard CONUS per diem rate)=		\$688.00
1 st day (departure day)	75% of \$31 (Standard CONUS M&IE rate) plus \$55 (lodging) =	\$ 78.25
2 nd day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
3 rd through 8 th days	\$31 (M&IE rate) plus \$55 (lodging) X 6 days =	\$516.00
9 th day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
10 th day (arrival day)	75% of \$31 Standard CONUS M&IE rate) =	\$ 23.25
Employee's per diem entitlement =		\$679.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$679.50) =		\$509.62
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$679.50) =		\$339.75
Total amount payable to employee =		\$1,528.87

*Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($2,826 \div 350 = 8$ days with a remaining distance of 26 miles ($2,826 - 2,800$)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. C5060.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$86 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$31 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the 7 nights exceeded the \$55 maximum allowable lodging amount and nightly lodging reimbursement was therefore limited to \$55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$31) plus lodging cost not to exceed \$55 for a total of \$78.25. For the 2nd day, the applicable per diem rate is the M&IE (\$31) rate plus the lodging cost (\$0) for a total of \$31. For days 3 through 8, the applicable per diem rate is the M&IE (\$31) rate plus lodging cost not to exceed \$55, times the number of days (6) at that rate for a total of \$516.00. For the 9th day the applicable per diem rate is the M&IE (\$31) rate plus lodging cost (\$0) for a total of \$31. For the 10th day (arrival day at the new PDS) the applicable per diem rate is 75% of the Standard CONUS M&IE (\$31) rate for a total of \$23.25. Per diem for actual travel by the employee is \$679.50. Since per diem for actual travel does not exceed the maximum allowable (\$688.00) for 8 days travel time, the employee is authorized the full amount (\$679.50) for the actual travel time and authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$679.50 due the employee.

EXAMPLE 6
(PCS Travel)

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

*An employee performed PCS travel from Washington, DC, to Phoenix, AZ, in 6 days. The employee elected to travel by privately owned-automobile accompanied by the spouse and 7-year-old child. They departed their place of abode at 0800 on the first day and arrived at his new PDS at 2100 on the 6th day. The official distance traveled was 1,443 miles. The employee may be paid per diem for up to 4 days (See par. C5060) based on an average distance of 350 miles per calendar day. Lodgings were occupied for 5 nights, 3 of which were spent at the homes of friends at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were \$59, \$56, and 3 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 4 days @ \$86 (Standard CONUS per diem rate)=		\$344.00
1 st day (departure day)	75% of \$31 (Standard CONUS M&IE rate) plus \$0 (lodging) =	\$ 23.25
2 nd day	\$31 (M&IE rate) plus \$55 (lodging) =	\$ 86.00
3 rd day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
4 th day	\$31 (M&IE rate) plus \$55 (lodging) =	\$ 86.00
5 th day	\$31 (M&IE rate) plus \$0 (lodging) =	\$ 31.00
6 th day (arrival day)	75% of \$31 (Standard CONUS M&IE rate) =	\$ 23.25
Employee's per diem entitlement =		\$280.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$280.50) =		\$210.38
Per diem for accompanying child (under 12 years) at $\frac{1}{2}$ the amt due the employee (\$280.50) =		\$140.25
Total amount payable to employee =		\$631.13

*Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($1,443 \div 350 = 4$ days with a remaining distance of 43 miles ($1,443 - 1,400$)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. C5060.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$86 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$31 M&IE rate plus lodging not to exceed \$55). In this case, the lodging costs for 2 nights exceeded the maximum allowable amount of \$55 and lodging reimbursement was therefore limited to \$55. For the 1st day (departure day) the applicable per diem rate is 75% of the M&IE rate (\$31) for a total of \$23.25. For days 2 and 4, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost not to exceed \$55 for a total of \$86 for each day. For days 3 and 5, the applicable per diem rate is the M&IE (\$31) rate for each day plus lodging cost (\$0) for a total of \$31. For the 6th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$23.25) of the Standard CONUS M&IE rate (\$31). In this case, since per diem for the actual travel time (\$280.50) did not exceed the maximum allowable (\$344.00), the employee is authorized the lesser amount and the authorization for dependents is $\frac{3}{4}$ and $\frac{1}{2}$ respectively of the \$280.50 due the employee.

EXAMPLE 7
(PCS Travel)

NOTE: See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.

*An employee performed PCS travel from Los Angeles, CA, to Washington, DC, in 15 days. The employee and spouse elected to travel by privately-owned automobile. They departed their place of abode at 0700 on the first day and arrived at the new PDS at 1300 on the 15th day. The official distance traveled was 2,615 miles. The employee may be paid per diem for up to 8 days (See par. C5060). Lodgings were occupied for 14 nights, 4 of which were spent at the homes of friends at no cost. The employee certified that the single rate applicable to the rooms occupied with the spouse were 10 nights at \$55 a night, and 4 nights at no cost. Per diem is computed as follows:

Per Diem for Actual Travel Under the Lodgings Plus System		
Maximum allowable per diem for 8 days @ \$86 (Standard CONUS per diem rate)=		\$688.00
1 st day	75% of \$31 (Standard CONUS M&IE rate) plus \$55 (lodging)	\$ 78.25
2 nd through 10 th day	\$31 (M&IE rate) plus \$55 (lodging) x 9 =	\$ 774.00
11 th through 14 th day	\$31 (M&IE rate) plus \$0 (lodging) x 4 =	\$ 124.00
15 th day	75% of \$31 (Standard CONUS M&IE rate) =	\$ 23.25
Total		\$ 999.50
Per diem for accompanying spouse at $\frac{3}{4}$ of the amt due the employee (\$688.00) =		\$ 615.00
Total amount payable to employee (\$688.00 + \$615.00) =		\$1,303.00

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 ($2,615 \div 350 = 7$ days with a remaining distance of 165 miles ($2,615 - 2,450$). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. C5060 for a total of 8 days.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of \$86 prescribed in par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> (\$31 M&IE rate plus lodging not to exceed \$55). In this case, the lodging cost for each of the first 10 nights exceeded the maximum allowable amount of \$55. For the 1st day (departure day), the applicable per diem rate is 75% of the M&IE rate (\$31) plus lodging cost not to exceed \$55 for a total of \$78.25. For days 2 through 10, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost not to exceed \$55, times the number of days (9) at that rate for a total of \$774. For days 11 through 14, the applicable per diem rate is the M&IE rate (\$31) plus lodging cost (\$0) times the number of days (4) at that rate for a total of \$124. For the 15th day (arrival day at the new PDS) the applicable per diem rate is 75% (\$23.25) of the M&IE rate (\$31). Since per diem for the actual travel time (\$999.50 exceeded the maximum allowable (\$688.00), the employee is authorized \$688.00. Authorization for the dependent is $\frac{3}{4}$ of the \$688.00 due the employee.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.
2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs from PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Two or More Employees Travel in the Same POC

1. When an employee transports other travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved.
2. Only one traveler is paid mileage for a trip.
3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

C4658 NOT USED**C4659 PER DIEM FOR POC TRAVEL**

*A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C5060-A in the same manner as for travel by POC on PDT.

B. POC Use Not Advantageous to the Government

1. When POC use is not advantageous to the Government, per diem reimbursement is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2180).
2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

C4660 TRAVEL TIME

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2180).

C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).

B. Not Advantageous to the Government**1. Limitation**

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the mileage rate in par. C4651 plus per diem.
- b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
- *c. This paragraph does not apply to travel performed under par. C2180 (B-183480, September 4, 1975).

2. Mileage and Per Diem Computation

- a. Mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C4661-b2a.
- c. The per diem rate authorized in the travel order is used for computing per diem.

3. Computation of Constructed Transportation Cost and Per Diem

- a. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair air fare; see par. C2156) between authorized points.
- b. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
 - (1) the traveler claiming mileage, and
 - (2) persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

4. Comparison

- a. Computed POC mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- *b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

- a. Passengers, accompanying the employee claiming mileage, are not entitled to mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

C4745 COMMERCIAL PASSENGER TRANSPORTATION**A. When Commercial Transportation Cost Is \$100 or Less (FTR §301-51.100)**

1. General. *It is DoD policy that, when available, CTO services be used to arrange official travel.* When the commercial passenger transportation cost is in excess of \$10 but does not exceed \$100, exclusive of Federal tax, the traveler may either pay cash, be issued a transportation request in accordance with the provisions contained in pars. C4745-A2 and C4745-A3, or use a Government-sponsored Contractor-issued travel charge card. Cash payment is ordinarily made for transportation when the amount involved is \$10 or less, unless special circumstances justify the use of a transportation request.

2. Purchasing Transportation. The traveler is required to follow Chapter 2 governing the use of less than first-class accommodations when purchasing commercial transportation. When such accommodations are not available or do not fulfill mission requirements, the lowest first-class accommodations by the usual direct route common carrier shall be used. Reimbursement is so limited unless otherwise authorized/approved, including a determination of advantage to the Government, when applicable.

3. Reimbursement. Reimbursement is authorized for the cash (or Government-sponsored Contractor-issued travel charge card) purchase of transportation of \$100 or less, plus Federal tax, when approved as claimed on a travel voucher. The traveler may have to show the date, carrier, name, accommodations used, origin and destination of travel performed, and the transportation cost and Federal tax paid if required by finance regulations. For appropriate evidence to support the claim for reimbursement, see par. C4700. A traveler who has procured passenger transportation services with cash (whether using personal funds, a travel advance, or a Government-sponsored Contractor-issued travel charge card) shall assign to the Government any right to recover any excess payment involving a carrier's use of improper rates. One means of accomplishing this assignment is by including the following statement on the travel voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable carrier transportation charges described herein."

B. When Transportation Requests (GTRs) Are Not Available. (FTR §301-51.100) When GTRs are not available as indicated in par. C2253, reimbursement may be allowed for the cost, including transportation tax, of authorized transportation and accommodations by common carrier. This includes reimbursement to the employee for authorized dependent's transportation. The conditions in par. C4745-A apply to the purchase of accommodations except that receipts (see par. C1310) may be required. In the event that sleeping car, parlor car, or stateroom fares are paid for in cash, coupons or checks shall accompany the travel voucher unless it is stated in the voucher that the company does not give coupons or checks or they have been lost. In such instances, reimbursement is made for the actual commercial costs (air, rail, or bus) including transportation taxes, parlor cars, or sleeping accommodations on trains, or berth on a ship. If transportation is purchased from OCONUS personal funds, reimbursement is made for the actual transportation cost, including separate compartment cost for night railway travel in foreign countries where the type of accommodations otherwise available are not similar to those used in CONUS and/or staterooms cost for night water travel when extra charge is made therefore.

C. When GTRs Are Available but Not Used and Transportation Cost Exceeds \$100. (FTR §301-72.200) When GTRs are available but due to conditions beyond the traveler's control they were not utilized, the actual cost of authorized transportation and accommodations reimbursement is authorized. In all other cases, when GTRs are available but not used and commercial transportation cost purchased by the traveler exceeds \$100, reimbursement is authorized not to exceed the Government's cost for authorized transportation and accommodations had a GTR been used.

D. Streetcar and Bus Transportation. (FTR §301-10.190)

Reimbursement for bus or streetcar transportation expenses:

1. Is allowed under the conditions in Chapter 2, Part C, and

2. Includes transportation expenses incurred to procure meals at the nearest available place when suitable meals cannot be obtained at the TDY station.

NOTE: *A statement of the necessity for daily travel involving bus or streetcar may be required, by finance regulations, to accompany the travel voucher.*

C4748 BAGGAGE EXPENSES (FTR §301-12.2)

Reimbursement is authorized for necessary travel and transportation related miscellaneous incurred on official business. These expenses include:

- A. Excess baggage; ****NOTE:*** *Excess baggage includes an excessive number of pieces and/or excessive weight.*
- B. Baggage transfer; *Not to exceed the customary local rates, and necessity for the transfer must be explained.*
- C. Baggage Storage;
- D. Checking Baggage. *Not to exceed the customary local rates.*
- E. Redcap and skycap charges are covered by the incidental expenses portion of per diem and are not items for separate reimbursement except for the following:
 1. When authorized under par. C6552, item 4, for an employee with a disability,
 2. Charges or tips at transportation terminals for handling Government property carried by the traveler,
 3. When handling dependent's personal baggage when dependents are not authorized per diem while traveling at Government expense when unaccompanied by the sponsor, and
 4. When handling that portion of dependents' personal baggage that the sponsor cannot handle when dependents are traveling with the sponsor.
- F. Charges for Handling Baggage/Government Property at Hotels/Motels are travel expenses payable out of per diem allowances and are not items for separate reimbursement except when:
 1. Authorized under par. C6552, item 4, for an employee with a disability, or
 2. An employee shows that a separate or additional charge was incurred for handling Government property at a hotel/motel.

Effective 4 November 2003

***C4750 CONTEMPLATED OFFICIAL TRAVEL, PASSPORTS, AND VISAS (INCLUDING GREEN CARDS) FEES (FTR §301-12.1, §302-4.701, and GSBICA 15923-RELO, December 16, 2002)**

A. General (TDY or PDT)

1. An employee is reimbursed the associated expenses if officially required to obtain a change of status and/or to renew passports and/or visas (including green cards) for the employee and/or dependents.
2. These expenses do not include any fees/charges for legal services even though local laws or custom may require the use of lawyers to process applications for passports, visas (including green cards), or changes in status.

B. Reimbursement. Reimbursement authority is for an employee who is a U.S. citizen:

1. Hired locally or transported to a foreign OCONUS area at Government expense,
2. Serving under a transportation or renewal agreement, *and*
3. Required to renew passports and/or visas (employee's and/or dependents') as a result of continued employment in a foreign OCONUS area, *or*
4. Described in par. C4750-C.

C. Passports and/or Visas (Including Green Cards) for Emergency Technical Support Personnel. Activities may be required to have emergency technical support personnel available for official travel on short notice. These personnel, if directed in writing by the authorizing/order-issuing official to maintain current passports and/or visas (including green cards) in preparation for such travel, may be reimbursed the fees paid for such documents.

D. Reimbursement when No Travel is Involved. Actual travel to obtain the required documents is not required for reimbursement (e.g., the expenses may be related to mail).

E. Voucher Submission. DoDFMR, Volume 9, Travel Policy and Procedures, at website <http://www.dtic.mil/comptroller/fmr/>, prescribes the requirements for voucher submission, with supporting authority. Funds must be obligated in accordance with finance policy (ordinarily at the time the expense is incurred).

C4753 PRIVATELY OWNED MOTOR VEHICLE TAXES AND LICENSE FEE (B-214930, October 1, 1984))

A. General. Many states require payment of an ownership tax and license fee on a POC brought into and used in the state over 30 days. In some states, a Federal employee assigned to TDY can apply for an exemption certificate upon first coming into the state.

B. Charges Paid by an Employee. Providing an employee has applied for and has been denied an exemption certificate by the state in which assigned to TDY, charges paid by an employee for POC taxes and license fees imposed by state law are reimbursed if all of the following conditions are met:

1. POC use is authorized as advantageous to the Government in connection with a TDY assignment as provided in par. C2153.
2. The employee's PDS is not in the state in which the TDY assignment is performed.
3. The TDY period is in excess of the allowable time period that the employee would be exempt from state imposed ownership taxes and license fees on a POC.
4. Documentation evidencing payment by the employee of the state-imposed charges in the state in which the TDY was performed may be required.

***C4755 PREPARATORY TRAVEL EXPENSES WHEN ORDERS ARE CANCELED, MODIFIED, OR REVOKED (FTR §301-11.16)**

Miscellaneous preparatory travel expenses, (i.e., fees for traveler's checks, passport and visa (including green cards), (see par. C4750), and communications services, etc.) incurred prior to an order change are reimbursable provided the order change action taken is beyond the employee's control, in the Government's interest, and a refund is unobtainable.

C4760 NONREFUNDABLE ROOM DEPOSIT OR PREPAID RENT

A. When TDY is Curtailed, Canceled or Interrupted for Official Purposes. When an employee has made advance lodging arrangements (including deposits for rental units) and the TDY is curtailed, canceled, or interrupted, lodging

costs reimbursement may be approved by the authorizing/order-issuing official. (See 59 Comp. Gen. 609 (1980), 59 id. 612 (1980), 60 id. 630 (1981) and cases cited therein). Reimbursement must not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.

B. Considerations. The authorizing/order-issuing official should consider if the:

1. Employee acted reasonably and prudently in incurring lodging expenses;
2. Employee had a reasonable expectation of the TDY being completed as ordered or directed;
3. Assignment was changed for official purposes or for other reasons beyond the employee's control that are acceptable; and
4. Employee took steps to obtain a refund once the TDY was officially canceled, or curtailed.

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PART P
RESERVED

CHAPTER 5

PERMANENT DUTY TRAVEL

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- B. NTS of HHG in Connection with Moves to and between OCONUS Areas (FTR §302-8.200-203)
- C. NTS of HHG for DoDDS Employees (FTR §302-8.300-301)

PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)

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CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

C5000 SCOPE

A. General (FTR §302-1.1). This Chapter covers all permanent duty changes. Permanent duty changes include transfer of a/an:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Government's interest from one PDS to another without a break in Federal Government employment.
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to the same/another OCONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction-in-force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. Employees who qualifies for "last move home" travel and transportation allowances upon separation from Government service.
7. Career Senior Executive Service (SES) appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee's elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.

*9. U.S. Postal Service employee transferred under 39 U.S.C. §1006 to a DoD component (FTR §302-1.2(a)(2) & 5 U.S.C. §5734). See par. C5080-C for a DoD employee transferring to the U.S. Postal Service.

B. Two or More Family Members Employed (FTR §302-3.2)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Government's interest, they may elect to receive the travel and transportation allowances authorized under this Chapter as one of the following:

- a. Each as an employee separately. In this situation, each employee is eligible for travel and transportation allowances as an employee but is not treated as a dependent of the other employee.
- b. Only one as an employee. In this situation, the one employee is eligible for travel and transportation allowances on behalf of the others as dependents.

2. Non-employee Dependents. When employees elect separate travel and transportation allowances under par. C5000-B1a, duplicate benefits must not be paid to both employees on behalf of non-employee dependents.

3. Procedures. An election under par. C5000-B1 must be in writing and signed by all affected employees. When employees elect separate benefits under par. C5000-B1a, the election also must specify to which employee allowances are to be paid for non-employee family members.

C. Employee Married to Military Member. An employee is authorized PCS allowances when transferred in the Government's interest, even if the employee's military member spouse is also transferred at the same time to the same place. ***The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).*** See pars. C9003-A3 and C13120 regarding duplicate payments.

D. Travel Authorization Issuance. See Chapter 3 for travel authorization issuance.

E. Funding Responsibility. See par. C1052-B.

C5005 PCS TRAVEL ELIGIBILITY

A. PCS Travel in the Government's Interest

1. General. Travel and transportation allowances are payable when it is in the Government's interest to fill a position by moving an employee from one PDS to another. This PCS movement authority extends between Government agencies. ***There must be no break in Government service when making the PCS unless the employee was separated from Government service because of RIF/transfer of function.***

2. DoD Component Responsibility. It is each DoD component's responsibility to make decisions that balance an employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

*B. PCS Allowance Eligibility. When a PCS is authorized in accordance with par. C3000, PCS allowances shall be paid (see par. C5050) to an employee transferred from one PDS to another for permanent duty if the transfer is in the Government's interest. Guidelines for making a determination of "Government's interest" are:

1. Management Directed. If a DoD component recruits/requests an employee to transfer (i.e., RIF, transfer of function, agency career development program, or agency directed placement); the transfer is in the Government's interest.

2. PCS Moves Not in the Government's Interest. If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit. The gaining activity must formally advise the employee at the time an offer is extended that the transfer is in the employee's interest, not in the Government's interest, and that the Government does not pay the PCS expenses.

3. PCS Allowances Payment/Nonpayment Notification

a. PCS Allowances Determination. When a DoD component recruits for a vacancy, the appropriate official should determine prior to advertising the vacancy whether or not it is in the Government's interest to pay PCS allowances. This information should be provided during the advertisement period. The determination regarding payment/nonpayment of PCS allowances also may be made after applicants have been referred to the selecting official.

b. Determination Factors. The PCS allowances determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. ***Budget constraints do not justify PCS allowances denial.***

c. Payment/Nonpayment Determination

- (1) If a decision is made not to pay PCS allowances, the reason for this decision must be documented in writing by the appropriate official.
- (2) All applicants selected for interview must be notified in writing of the organization's decision to pay or not pay PCS allowances.
- (3) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances are to be paid.

C. PCS Limitation Policy

1. General. It is neither cost-effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

- *(1) Or re-employed former employee affected by RIF or transfer of functions (see par. C5080-C),
- (2) In connection with an agency-directed placement,
- (3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances in connection with the return to actual residence.

NOTE: An employee who signed a new agreement in connection with return to actual residence and was reimbursed TQSE and/or MEA has, in fact, been furnished PCS allowances.

b. Authorizing/Order-issuing Official Certification. A transfer within the DoD, at Government expense, is not authorized within 12 months of the employee's most recent PCS unless the authorizing/order-issuing official certifies that:

- (1) The proposed transfer is in the Government's interest;
- (2) An equally qualified employee is not available within the commuting area of the activity concerned; and
- (3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

C5010 ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/ TRANSFERS/MOVEMENTSA. Table 1 - Eligibility Table. This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.
2. Does **not** include eligibility for:
 - a. Emergency evacuation, or

b. Former employees separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for civilian employees when travel is in the Government's interest.

B. Tables 2 through 12. Tables 2 through 12 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. The regulations in this volume are an administrative implementation for DoD civilian employees of the regulations in the FTR, which applies to all Federal employees. References to the FTR are included for research purposes.

CHAPTER 5 PERMANENT DUTY TRAVEL

*PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES

C5050 PCS MILEAGE ALLOWANCE (FTR §302-4.300)

A. POC Travel

1. Except for RAT, the PCS mileage allowance rate for PDT by POC, when authorized/approved, depends on the number of authorized travelers in the vehicle.
2. An authorized traveler is any employee/dependent traveling due to the PDT travel authorization.
3. See par. C2505 for PCS mileage rates. These rates are for the use of two POCs per household, unless reimbursement for a third, fourth, etc., POC has been authorized under par. C2159-C.
4. Reimbursement for all privately owned airplane or motorcycle PDT and RAT by POC, including per diem, is determined under par. C2159 and must not exceed the common carrier travel cost (including per diem).

B. Mixed Transportation Modes. When POC use is authorized/approved for all PDT travel, but travel ends up partly by POC and partly by common carrier (see par. C2207), the traveler is authorized:

1. The PCS mileage rate for the distance traveled by POC,
2. The common carrier cost, and
3. Per diem for actual travel time.

The total amount must not exceed the PCS mileage rate plus per diem for the authorized travel.

C. Other Reimbursable Expenses. Except for expenses related to the indirect portions of PCS travel, parking fees, ferry fares, and bridge, road and tunnel tolls are reimbursable in addition to the PCS mileage rate.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. Travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.

C5055 USE OF MORE THAN TWO AUTOMOBILES

Authorization for the use of more than two POCs is limited to PDT that is advantageous to the Government. Conditions for reimbursement authorization are in par. C2159-C.

C5060 ALLOWABLE PER DIEM (FTR §302-4.200)

A. POC (Except Airplane) Use Advantageous to the Government. When POC (except an airplane) use for PDT is authorized (see par. C4552-F when travel time is 12 or fewer hours) the per diem allowance is the lesser of the:

1. Result of allowing 1 day of travel time for each 350 miles of the official distance between the old and new PDSs or authorized points. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed (see C5060-B), or
2. Actual travel time in full days (e.g., 9 days and 3 hours is 10 days).

B. Exception

1. An exception may be made by the travel-approving/directing official when travel en route is delayed for reasons beyond the traveler's control, such as acts of God, restrictions by Governmental authorities, or other reasons acceptable to the employing DoD component (e.g., a physically handicapped employee).
2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD component.
3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. POC Use Not Advantageous to the Government. When a POC (except an airplane) is used for PDT and it is not advantageous to the Government, per diem is limited to the per diem payable on a constructed travel time basis using the appropriate common carrier transportation. ***This does not apply to travel under par. C2180.***

D. Per Diem Rates. See par. C4553-B for applicable per diem rates.

C5065 COMPUTING POC TRAVEL REIMBURSEMENTA. General

1. The examples in this par. illustrate the method of computing the PCS mileage rate and per diem incident to PDT by automobile.
2. The per diem/mileage rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://www.dtic.mil/perdiem/pdrates.html>.
3. See par. C4550-E3 or <http://www.dtic.mil/perdiem/pdrform.html> for the current Standard CONUS per diem rate.
4. The per diem allowance is as computed in pars. C7006, and C5060-A, and examples in par. C4565.

B. Reimbursement Computation Example for the Use of One Automobile

Reimbursement Computation for the Use of One Automobile	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC, in 9 1/2 days, by automobile, accompanied by spouse and 2-year old child.</p> <p>Allowable mileage from San Francisco to Washington DC = 2826 miles.</p> <p>Based on an average of 350 miles per day (see par. C5060) the employee may be paid per diem for up to 8 days ($2826 \div 350 = 8$).</p>	
<p>1. Automobile travel reimbursement is based on 2,826 miles @ \$0.19 a mile (see par. C2505-B). $2826 \times \\$0.19 = \\536.94</p>	\$ 536.94

2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$86 (Standard CONUS per diem rate). $8 \times \$86 = \688	
3. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$688) for actual travel under lodging plus system the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 = \487.50	487.50
5. Per Diem for the accompanying child under 12 years old is 50% the amount due the employee. $\$650 \times .50 = \325	325.00
6. Amount spent on Tolls	+ 10.00
7. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2009.44

C. Reimbursement Computation Example for the Use of Two Automobiles

Reimbursement Computation for the Use of Two Automobiles	
<p>An employee performs PCS travel from San Francisco, CA, to Washington, DC using two automobiles.</p> <p>Allowable mileage from San Francisco to Washington DC = 2826 miles.</p> <p>Based on an average of 350 miles per day (see par. C5060) the employee may be paid per diem for up to 8 days ($2826 \div 350 = 8$).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.15 a mile (see par. C2505-B). $2826 \times \$0.15 = \423.90	\$ 423.90
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.17 a mile (see par. C2505-B). $2826 \times \$0.17 = \480.42	480.42
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$86 (Standard CONUS per diem rate). $8 \times \$86 = \688	
4. Per diem for travel time based on actual lodging costs from San Francisco to Washington, DC is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$688) for actual travel under lodging plus system the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 = \487.50	487.50
6. Per Diem for the accompanying child under 12 years old is 50% the amount due the employee. $\$650 \times .50 = \325	325.00
7. Amount spent on Tolls	+ 10.00
8. TOTAL REIMBURSEMENT TO EMPLOYEE	\$2376.82

D. Computation Example of the PCS Mileage Allowance Rate for Two Separate Trips

Computation of the PCS Mileage Allowance Rate for Two Separate Trips	
<p>An employee performs PCS travel from New York City to Atlanta, GA by automobile.</p> <p>The spouse and two children did not accompany the employee because housing had not been arranged at Atlanta.</p> <p>Two weeks after arrival, the employee finds housing, returns to New York City by automobile over a weekend, and drives the spouse and two children to Atlanta.</p>	
866 miles @ \$0.15 per mile (employee only)	\$129.90
866 miles @ \$0.19 per mile (spouse and 2 children)	+ 164.54
Total PCS mileage allowance rate payable for privately owned automobile travel	\$294.44
<p>In addition to the PCS mileage allowance rate, the employee receives per diem for the number of days required to complete the first trip from New York City to Atlanta on the basis of an average distance of 350 miles per calendar days (e.g., 3 days).</p> <p>No per diem is payable on the employee's behalf for the employee's second trip.</p> <p>The employee is authorized reimbursement for tolls for the first and second trips from New York to Atlanta.</p> <p>The employee is not authorized reimbursement for the trip from Atlanta to New York City.</p> <p>Per diem for dependents is computed in pars. C7006 and C5060.</p>	

C5070 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. C5005 is authorized the following if PCS allowances are part of the hiring process:

1. Employee and dependents' transportation, including PCS mileage allowance for POC travel, (see par. C5050-A),
2. Per diem for the employee and dependents,
3. HHG shipment, including storage-in-transit,
4. HHG NTS ***NOTE: NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS***,
5. Miscellaneous expenses, and
6. Expenses incurred in the selling and/or buying of a residence, or lease termination (see Chapter 14).

B. Allowance Restrictions. The allowances in par. C5070-A are not subject to negotiation between the employing activity and the employee. The employing activity does not have the discretion to reduce/change the allowances (55 Comp. Gen. 613 (1976)).

C. Discretionary Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (see Chapter 13), and
2. POV shipment (see Chapter 11).

C5075 PCS MOVEMENTS (FTR §302-3)

A. General. This covers world-wide PCS movements.

B. Travel and Transportation Allowances. Under par. C5005, travel and transportation allowances are authorized incident to PCS movements in this paragraph.

C. Agreements/Service Requirements/Violation Agreements. See Chapter 5.

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.

C5080 TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES

A. First Duty Station Travel Eligibility (FTR §302-3 and § 302-3.501(b))

1. General

a. Travel and transportation expenses may be allowed to first duty station only for the following persons:

- (1) A new appointee to any position;
- (2) A student trainee assigned to any position upon completion of college work; or
- (3) Presidential Transition Team personnel newly appointed to Government service who have performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. §102, note) and are appointed to Government service in the same fiscal year as the Presidential inauguration that immediately follows their transition activities.

b. The provisions of this Part apply to PDS relocation from the actual residence at the time:

- (1) Of appointment, for new appointees, as defined in par. C5080-B2, or,
- (2) Following the most recent Presidential election, but before selection/appointment, in the case of individuals described above in C5080-A1a(3).

c. Par. C5080-F (Short Distance Transfers (PCS within Same City or Area)) does not apply to first duty station travel.

2. Requirements and Entitlements for New Employees Assigned to an OCONUS PDS

- a. Agreement Requirements. See par. C4001.
- b. Service Requirements. See par. C4005.

c. Travel and Transportation Allowances. Travel and transportation allowances:

- (1) Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
- (2) For Presidential Transition Team appointees are limited to expenses incurred from the actual residence, from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

d. Foreign PDS Assignment Allowances

- (1) Foreign Transfer Allowance (FTA) (See par. C1004). When assignment is from a U.S./non-foreign OCONUS area to a foreign PDS the following are authorized:

- (a) Miscellaneous Expense Portion. See DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004,

- (b) Lease Penalty Expense Portion. See DSSR, section 242.4 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004, and

- (c) Pre-departure Subsistence Expense Portion. This is also provided for a new appointee in the U.S./non-foreign OCONUS area whose first assignment is a foreign PDS. See DSSR, section 242.3 at <http://www.state.gov/m/a/als/1737.htm> and par. C1004.

- (2) Temporary Quarters Subsistence Allowance (TQSA) (DSSR, section 120 at <http://www.state.gov/m/a/als/1727.htm>). Provided for temporary quarters occupied upon arrival at a foreign PDS if eligible for a Living Quarters Allowance (LQA) under the DoD Civilian Personnel Management System Directive 1400.25-M, Subchapter 1250-E at <http://www.dtic.mil/whs/directives/corres/html/140025m.htm> and DSSR Section 031.1 at <http://www.state.gov/m/a/als/1721.htm>.

B. New Appointee and Student Trainee Appointments and Assignments to Positions in the 50 States and the District of Columbia (FTR §302-3, subpart A)

1. General

- a. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a PDS in one of the 50 States or the District of Columbia.
- b. For travel and transportation allowances to the first PDS, the selected individual must agree, in writing, to remain in Government service for a 12-month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.
- c. If the written agreement is violated, including failure to report for duty at the first/new PDS, any Government funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part become that individual's financial responsibility.
- d. See JTR, par. C4001-A regarding agreement requirements for appointments to an OCONUS position.
- e. See JTR, par. C4005-C and Appendix Q for information concerning tours of duty at OCONUS PDS locations.

2. Coverage. A new appointee:

- a. Is eligible for payment of only expenses listed in par. C5080-B5 when relocating to the first PDS.

b. Includes:

- (1) An individual who is employed with the Federal Government for the first time,
- (2) Presidential Transition Team personnel (see par. C5080-A1c(3)), and
- (3) An employee returning to the Government after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. C5080-C)); or
- (4) A student trainee assigned to the Government upon completion of college work.

c. Is **not** an employee separated as a result of a RIF/transfer-of-function. Such employees are treated as a transferee under pars. C1052-B2 and C5080-C.

3. DoD Component Responsibility. Each DoD component must ensure that new appointees are informed of benefits availability and limitations.

4. Procedural Requirements

a. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate agreement.

b. Travel before Appointment

- (1) Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
- (2) Travel and transportation for Presidential Transition Team personnel (see par. C5080-A1a(3).), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the individual's actual appointment.
- (3) This paragraph does not limit the Chapter 6, Part E provisions allowing the payment of pre-employment interview travel.

c. Prior Payment. *A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.*

5. Allowable Expenses. The following expenses are payable under the conditions of this Chapter governing the allowance in question. Not all of the listed items are applicable in each situation covered by this Part.

a. Travel and transportation, including per diem, for the appointee/student trainee (see par. C4553-B3).

NOTE: AEA in JTR, Chapter 4, Part M may not be authorized/approved for first duty station travel.

b. Transportation for the appointee's/student trainee's dependents (see Chapter 7).

c. PCS mileage if a POC is used (see par. C5050).

d. Transportation and temporary storage of HHG (see Chapter 5, Part D).

e. NTS of HHG if appointed to an isolated location (see Chapter 5, Part D).

f. Mobile home transportation (see Chapter 10).

6. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

- a. Per diem for dependents;
- b. A house-hunting trip (HHT);
- c. Temporary Quarters Subsistence Expense Allowance (TQSE) (JTR, Chapter 13);
- d. Miscellaneous Expense Allowance (MEA) (JTR, Chapter 9);
- e. Residence sale and purchase expenses (JTR, Chapter 14);
- f. Lease-breaking expenses (except as in par. C1004-C4); and
- g. Relocation services (JTR, Chapter 15).

7. Alternate Origin and/or Destination

- a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
- b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of PCS following the most recent Presidential election, is used.
- c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of Employees or Reemployed Former Employees Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)

- 1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.
- 2. Placement Prior to Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function prior to separation, travel and transportation entitlement is from the old PDS to the new PDS.
- 3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:
 - a. In the Federal Government,
 - b. Within 1 year of the date of separation,
 - c. Under a non-temporary appointment, and
 - d. At a different duty station from the one at which the original separation occurred,

the travel and transportation entitlement, is from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

4. Agreement Requirement. PCS allowances authorized under this paragraph, may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under this paragraph become the personal financial responsibility of the individual. See par. C4001 for agreement requirements when a transfer is to an OCONUS position.

5. Employees Transferring to the U.S. Postal Service. The allowances under this paragraph, may also be authorized for an employee of the DoD (5 U.S.C. §5735) who:

- a. Is scheduled for separation from DoD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under this paragraph, see par. C1052.

8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a transportation agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971), B-172824 May 28, 1971).

D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Entitled to mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, December 14, 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expenses

- a. Reimbursement is allowable in Chapter 14 for real estate expenses required to be paid by the employee in connection with residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and

(2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

b. Reimbursement is prohibited for any:

- (1) Sale,
- (2) Settlement of an unexpired lease, or
- (3) Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

4. Entitlements

a. An employee returned from the point where released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned to enter the Armed Forces) has separate and distinct entitlements.

b. Based on the employee's status the employee is authorized the below travel and transportation allowances:

- (1) Service Member Being Discharged. The employee is authorized travel and transportation allowances under the JFTR from the place released from the Armed Forces to the HOR, or PLEAD.
- (2) Civilian Employee. The employee is authorized travel and transportation allowances for self/dependents, and HHG from the civilian PDS, at which the employee resigned to enter the Armed Forces, to the new civilian PDS.

c. The employee is authorized:

- (1) The Miscellaneous Expense Allowance (see Chapter 9),
- (2) Reimbursement of expenses incurred in connection with the sale/purchase of a residence or an unexpired lease (see Chapter 14),
- (3) A HHT if authorized in the travel authorization under par. C4107, and
- (4) TQSE if authorized in Chapter 13.

5. Moving Costs. If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's entitlement as an Armed Forces member being discharged, no additional payment is allowed.

6. Travel and Transportation Costs. If the entire cost for travel and transportation is not covered by the entitlement in par. C5080-D4b(1), the travel and transportation allowances in par. C5080-D4b(2) are paid for the allowable expenses not covered (B-173758, October 8, 1971).

7. Called/Ordered to Active Duty. See JFTR, Chapter 7, Part G for travel and transportation allowances when reserve component members (including dual status technicians) and retired members are called/ordered to active duty.

E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS1. Entitlement Limitation

- a. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 2-year time limitation under the authorization for the first transfer has not expired.
- b. If the 2-year time limitation has expired with regard to the transfer from the first PDS, entitlement is limited to that from a subsequent PDS, where the 2-year time limitation has not expired, to the last PDS.

2. Funding Responsibility. See par. C1052-B.F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)1. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

- a. In the Government's interest (responding to a vacancy announcement is not 'at the employee's request'),
- b. To a new PDS that is at least 50 miles from the old PDS, and
- c. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the authorizing/order-issuing official must consider commuting time and distance between the:
 - (1). Residence at the time of PCS notification and the old and new PDSs, and
 - (2). The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). For exceptions see par. C5080-F2.

2. Exceptions. On a case-by-case basis the authorizing/order-issuing official may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Government's interest, ***and without the move***:

- a. The one-way commuting distance between the residence being occupied while serving at the old PDS, and the new PDS, increases by at least 10 miles (e.g., existing residence to old PDS = 20 miles and existing residence to new PDS = 31 miles);
- b. There is a commuting time increase to the new PDS; or
- c. Increased commuting costs impose a financial hardship.

3. PCS Allowances Claims Must Satisfy Conditions

- a. PCS allowances claims authorized in an order must satisfy the conditions in par. C5080-F1 or C5080-F2 before reimbursement is allowed.
- b. If the employee changes the proposed new residence location, the authorizing/order-issuing official must review the change for compliance with the criteria in pars C5080-F1 and C5080-F2 as applicable.
- c. ***Non-compliance of the new residence location is grounds for denial of the various allowances.***

d. See Chapter 16 for reimbursement of additional taxes incurred by an employee on PCS allowance reimbursement.

G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)

1. General. Limitations on PCS allowances (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employees) authorized in 5 U.S.C. Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following conditions are met:

- a. The employee would suffer a hardship if the limitation was not waived; and
- b. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

2. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<u>Location</u>	<u>Effective Date</u>	<u>Biennial Re-certification Date</u>
1. None Yet Designated		
2.		
3.		

3. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the JTR Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial re-certification date in the table in par. C5080-G2 or the designation may be deleted.

4. Criteria for Designating a PDS as a Remote/Isolated Location

- a. Criteria. In the circumstances described in par. C5080-G4b or C5080-G4c, any PDS is a remote/isolated location (for the purpose of this paragraph) if listed in par. C5080-G2. For NTS of HHG at an isolated PDS, see Chapter 5, Part D.
- b. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD component management requires employees to remain at the PDS for their workweeks as a normal and continuing part of the employment conditions.
- c. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

C5085 SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D).

A. Persons Eligible for Separation Travel Entitlements An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. An agreement providing for return travel and transportation allowances;
2. Served the period required in the current agreement or that requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee's activity; and

3. Resigned or been separated involuntarily. *A resignation must be executed before the employee leaves the OCONUS activity.*

B. Separation Travel Entitlements. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.
2. Authorized travel and transportation allowances for travel to an alternate destination not to exceed the constructed cost for travel from the OCONUS PDS to the actual residence.
3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).
4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

C. Separation Travel Entitlements Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation entitlements loss.
2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c))
 - a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.
 - b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or less calendar days is reasonable. Under unusual extenuating circumstances that, in the opinion of the OCONUS activity commanding officer warrant a longer delay, return travel may be delayed up to 2 years from the separation date.
 - c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.
 - d. *If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel entitlements at the expiration of the approved delay period, the employee loses the allowances.*

D. Limited Separation Travel Entitlements

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Chapter 7 and Chapter 5, Part D).
2. The circumstances of anticipated partial/delayed travel and transportation entitlements use should be a matter of written record.

E. Employees Not Eligible for Separation Travel Entitlements. The following employees are not authorized separation travel and transportation entitlements:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel/transportation allowances to the authorized separation destination, not to exceed those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DoD component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD component, when PCS allowances are authorized by the gaining DoD component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DoD component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

(3) Applicable PCS allowances are not authorized until the employee signs a new transportation agreement (see par. C4001).

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD component with assignment to a new PDS at Dayton, OH. The gaining DoD component, at its expense, may authorize:

1. The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD component;

2. Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

3. TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Denver, CO. The gaining DoD component, at its expense, may authorize:

1. The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD component;
2. Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and
3. TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEES UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability

1. Individuals Covered. This part is applicable to:

- a. Senior Executive Service (SES) positions, and
- b. Non-SES appointees if the appointee:
 - (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;
 - (2) Was previously an SES career appointee; and
 - (3) Elected, under 5 U.S.C. §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This Part does not apply to an SES employee who is a:

- a. Limited Term Appointee. An individual appointed under a nonrenewable appointment for a term of 3 years or less to an SES position, the duties of which expire at the end of that term;
- b. Limited Emergency Appointee. An individual appointed under a nonrenewable appointment, not to exceed 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or
- c. Non-career Appointee. An individual in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Individual. The last move home provisions of this Part also apply to the dependents of an eligible employee, as defined in par. C5090-A1, provided the employee:

- a. Satisfied the eligibility criteria in par. C5090-B; and
- b. Dies in Government service;
- c. Died after separating from Government service but before travel and/or transportation to home were completed.

B. Eligibility Criteria. An SES career appointee (or a deceased covered employee's dependents), as defined in par. C5090-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in par. C5090-D, if the employee:

1. Was geographically transferred/reassigned in the Government's interest and at Government expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

- a. One SES career appointment to another;
- b. An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Level V of the Executive Schedule, and the employee elects to retain SES retirement travel and transportation allowances under 5 U.S.C. §3392; or
- c. Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.

2. At the time of the transfer/reassignment was:

- a. Eligible to receive an annuity for optional retirement under 5 U.S.C. §8336(a), (b), (c), (d), (e), (f), or (j), chapter 83, subchapter III (Civil Service Retirement System (CSRS)); or under 5 U.S.C. §8412, chapter 84, subchapter II (Federal Employees Retirement System (FERS)); or
- b. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. C5090-B2a; or
- c. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under an OPM authorization, under 5 U.S.C. §8336(d), chapter 83, subchapter III; or 5 U.S.C. §8414(b); or 5 U.S.C. chapter 84, subchapter II;

3. Is eligible to receive an annuity upon separation (or, in the case of death in Government service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 U.S.C. chapter 83, subchapter III (CSRS), or 5 U.S.C. chapter 84 (FERS) , including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authorization, or disability retirement; and

4. Has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Individuals. An individual who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

- a. Name, grade, and SSN;
- b. Name of spouse;
- c. Name(s) and age(s) of dependent children;
- d. Move origin and destination;
- e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as prescribed in par. C5090-C1 as soon as practicable after the employee's death.

D. Allowable Expenses. When authorized/approved by the head of the DoD component, travel and transportation expenses are paid for an eligible employee (see par. C5090-A). Allowable expenses and provisions of these regulations that apply are as follows:

1. Travel and transportation expenses, including per diem, under par. C5000 for the employee;
2. Transportation expenses under par. C7000, but not per diem, for the employee's dependents;
3. PCS mileage allowance under par. C5050 if travel is performed by POC; and
4. HHG transportation and temporary storage under Chapter 5, Part for not to exceed 18,000 pounds net weight of HHG.

E. Expenses Not Allowable. Expense items not listed in par. C5090-D that are authorized for reimbursement for a transferred employee (e.g., per diem for family, TQSE, MEA, residence sale and purchase expenses, lease-breaking expenses, NTS of HHG, RIT allowance, and relocation services) are not authorized upon the eligible individual's retirement.

F. Origin and Destination

1. General. The expenses listed in par. C5090-D may be reimbursed from the employee's PDS at separation to the place the individual elects to reside in a CONUS/non-foreign OCONUS location. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee's elected place.
2. Alternate or more than One Origin. Travel and transportation expenses may be paid from an alternate origin or from more than one origin provided the cost does not exceed what the Government would have paid if all travel and transportation had originated at the PDS from which the individual was separated to the place where the individual, or the dependents, are to reside.
3. Same General/Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place at which the individual has elected to reside is within the same general local or metropolitan area in which the PDS or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria in par. C5080-F for a short distance transfer are met.

G. Time Limits for Beginning Travel and Transportation. All travel and transportation must be accomplished within 6 months of the date of separation (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating).

H. Funds Use. *Travel advances shall not be issued to cover any of the expenses authorized by this Part.* Travel and transportation arrangements should be made through Government-procured travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (See par. C2207), they may be reimbursed for their actual transportation expenses.

NOTE: Reimbursement is not to exceed the least expensive unrestricted coach airfares for transportation of the individual and dependents, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.

G. HHG Transportation before a PCS Travel Authorization Is Issued. HHG transportation may be authorized for a PCS before the PCS travel authorization is issued, but the PCS travel authorization subsequently must contain HHG transportation authority or the costs become the employee's responsibility.

H. Time Limitation

*1. CONUS to CONUS PDSs. The CONUS to CONUS HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports for work) at the new PDS. For HHG movement delay incident to successive PCS assignments, see par. C5080-E.

2. To and between OCONUS PDSs

a. HHG transportation time limitation is 2 years from the employee's report date (i.e., the date the employee actually reports to work) at the new PDS.

b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee's current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. ***NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, Alaska.***

*c. For a HHG transportation that is delayed incident to successive PCS assignments, see par. C5080-E.

3. From an OCONUS PDS

a. General

(1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee's effective date of PCS or return for separation.

(2) If practicable, HHG transportation is concurrent the employee's departure or as soon afterward as appropriate transportation is available.

*(3) For HHG movement delayed because of successive PCS assignments, see par. C5080-E.

b. New PDS Reassignment. Under no circumstances shall HHG transportation begin later than 2 years (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the effective date of the new PDS reassignment.

c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:

(1) The HHG transportation entitlement (including PBP&E transportation in par. C5154-C3) is forfeited if not used within a reasonable time (not to exceed 2 years) after separation.

*(2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. C5085-C2.

(3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is begun within 2 years from the effective date of the employee's separation.

(4) Temporary Storage (Storage in Transit - SIT) of HHG is authorized for a period NTE 90 days. Upon an employee's written request, the initial 90-day period may be extended for an additional period

NTE 90 days under conditions stated in par. C5190-B2 if approved by the employee's commanding officer or designated representative. *SIT in excess of 180 days at Government expense shall not be authorized/approved under any circumstances.*

*I. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the United States, or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

C5170 DETERMINING THE NET WEIGHT

A. Crated Shipments. The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. Is the weight shown on the bill of lading or weight certificate;
2. Includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments (FTR §302-7.12). When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. Computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container's gross weight cannot be determined.

D. Constructed Weight (FTR §302-7.12). A constructed weight based on 7 pounds per cubic foot (See **NOTE 2** below.) of properly loaded space is to be used:

1. When an adequate scale is not available at origin, en route or at destination,
2. For a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or

3. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

NOTE 2: *PBP&E weight is based on 40 pounds per cubic foot.*

C5175 EXCESS CHARGES

A. Policy

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned to CONUS as an administrative expense for an employee separating from Government service (FTR §302-7.303). See also par. C5154-C.

d. Evacuation. When the conditions in Chapter 12 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 U.S.C. §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven post to the evacuated employee's assigned PDS.

C5185 RESERVED

C5190 STORAGE IN TRANSIT (SIT)

A. General (FTR §302-7.107). Temporary storage is short-term storage that is part of HHG transportation. Temporary storage may be at any combination of the origin, destination, and en route locations. Also referred to as storage in transit (SIT). SIT is not authorized for HHG moves between local quarters when no PCS exists.

B. Time Limitation

1. General. SIT (in connection with authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by an official designated by the Service/Defense Agency. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,
- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

NOTE: The cost of removing HHG from SIT for delivery to temporary quarters for the purpose of furnishing temporary quarters is a TQSE expense. See par. C13215.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement shall not exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for expenses of \$75 or more. Written statements, acceptable to the authorizing/order-issuing official, are allowed when receipts are not available.

C5195 NON-TEMPORARY STORAGE (NTS)**A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)**

*1. Eligibility. Employees who perform PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS are eligible for NTS of HHG.

2. Agreement and Liability Conditions

a. Expenses for NTS of HHG at Government expense may be allowed for employees transferring to/within CONUS when the employee agrees, in writing, to remain in Government service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the agency concerned.

b. A signed agreement for 12 months is required in connection with each individual CONUS PCS.

c. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for NTS shall be recovered from the individual as a debt due the Government.

3. Authorization

a. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

b. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

- (1) Available housing at the PDS can accommodate the HHG,
- (2) Adequate housing is available within daily commuting distance, or
- (3) It is for the employee's convenience.

4. Exceptions. NTS in connection with a PCS travel authorization to a designated isolated CONUS PDS may be subsequently approved for:

a. Conversion of HHG in SIT to NTS,

b. Conversion of storage at personal expense to NTS at Government expense, and

c. An eligible employee or new appointee to have a portion of the HHG transported to the isolated PDS and the remainder stored at Government expense.

5. Time Limitation. NTS at Government expense: (FTR §302-8.108)

a. Should be authorized for the duration of the employee's assignment length at a designated isolated CONUS PDS.

b. However

- (1) a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation;
- (2) eligibility for NTS at Government expense terminates on the last day of active duty at the isolated official station. However, if approved, the HHG may remain in temporary storage for NTE 90 additional days.

PART E: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)**C6200 APPLICABILITY**

A. Individuals Covered. This Part applies to interviewees. As used in this part, an "interviewee" is an individual being considered for employment by a DoD component.

B. Policy. Unless otherwise stated, the allowances established in this Part for interviewees are the same as those available to DoD employees traveling on official Government business. However, a DoD component is not required to offer all allowances to each interviewee. (See par. C6203-B).

C6201 AUTHORIZATION OF TRAVEL

A. Payment Authority. DoD components may pay allowable pre-employment interview travel expenses (as defined in par. C6203) for individuals eligible under par. C6201-B.

B. Eligibility Determination. Each DoD component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. OPM has issued qualification criteria guidelines (see 5 CFR Part 572) for agencies.

C6202 PRE-EMPLOYMENT TRAVEL RESPONSIBILITIES**A. DoD Component Responsibilities**

1. General. DoD components must adhere to the general travel authorization policies and practices in this Volume.

2. Authorization Type Limitation. Pre-employment interview travel may be authorized only on a trip-by-trip basis. Limited or unlimited open authorizations must not be used for pre-employment interview travel.

3. DoD Components' Responsibility to Inform Interviewees of DoD Travel Policies. DoD components must communicate DoD travel rules and procedures to interviewees. DoD components should ensure the interviewee understands how travel reimbursements are calculated. DoD components also should provide assistance to the interviewee in travel voucher preparation.

*4. Payment of Pre-employment Travel Expenses to Defray Unauthorized PCS Expenses. DoD components shall not authorize pre-employment interview travel expense reimbursement to help defray PCS expenses that are not allowable for a new appointee under par. C5080-B5. For example, a DoD component may not pay pre-employment travel expenses under this Part so that an interviewee/new appointee may look for a house at the prospective first PDS.

B. Interviewee Responsibilities

1. General. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

2. Travel Agency Use. Tickets should be provided by the interviewing DoD component. However, the interviewing DoD component may authorize the interviewee to obtain tickets directly from a CTO or TMC under contract to the Government.

3. Contract Carriers Use. Interviewees of mandatory users of the Government's city pair contracts with airlines and Amtrak are bound by rules outlined in Chapter 2, Part E.

4. Interviewee's Potential Liability Notice. The interviewee is accountable for all transportation tickets and Government-procured transportation documents issued for use in performing pre-employment interview travel. DoD components must provide written instructions to the interviewee at the time an authorization is issued.

explaining the component's administrative procedures for controlling and accounting for passenger transportation documents. If the interview trip is canceled or rescheduled after tickets (or Government-procured transportation documents) are issued to the interviewee, the interviewee is liable for the value of the tickets issued. This responsibility ends when all ticket coupons either have been used for pre-employment interview travel or otherwise have been properly accounted for. A statement to this effect must be incorporated on the travel authorization, or issued as a "Notice to Traveler" and attached to the ticket or transportation document when issued to the interviewee. The interviewee and the interviewing DoD component are bound by the same rules that apply to employee travelers and DoD components in par. C2201.

5. Billing Information for Ticket Exchanges. When an interviewee exchanges a ticket for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate DoD component billing office. To facilitate this refund procedure, DoD components must provide interviewees with a "bill charge to" address by attaching a copy of the transportation document or some other document containing this information to either the ticket or travel authorization as provided in 41 CFR §101-41.210-1.

C6203 ALLOWABLE REIMBURSEMENTS

A. Allowable Expenses

1. Expense Limitation. A DoD component may pay to or on behalf of an interviewee the same allowable travel expenses authorized for a DoD employee traveling on official business, except for the expenses listed in par. C6203-B.

2. Expense Amount. A DoD component may pay all or part of pre-employment travel expenses. A DoD component electing to pay only per diem or only common carrier transportation costs must pay the full amount, for the selected expenses, authorized for a DoD employee. Less than full reimbursement for common carrier transportation could make the interviewee ineligible for Government fares.

B. Unallowable Expenses. A DoD component shall not pay expenses for:

1. communication services use for purposes other than communication directly related to travel arrangements for the Government interview; and
2. hire of a room as defined in par. C4720-B4e.

C6204 FUNDS SOURCES

A. Travel Expense Payment

1. Transportation Expenses by Common Carrier, other than Local Transportation. Interviewee transportation by common carrier, other than local transportation, must be paid for through the use of a Government-procured transportation document or a centrally-billed account. Common carrier transportation includes air, bus and rail.

2. Other Authorized Expenses. The DoD component shall reimburse the interviewee for allowable travel expenses upon submission and approval of a travel voucher.

B. Unallowable Sources

1. Government Travel Charge Card. Government-sponsored contractor-issued travel charge cards, issued to individual employees, may not be used for pre-employment interview travel. However, centrally billed accounts may be used to pay the interviewee's allowable transportation expenses.

PART P: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)

C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. The FEML policy established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19 is also used for civilian employees.

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if the:
 - a. employee is authorized to have dependents at the PDS, and
 - b. the dependents reside with the employee at the FEML PDS.

*C. Limitation

1. Number of FEML Trips

- a. The number of FEML trips eligible employee/dependents may take depends on the employee's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel signing renewal agreements are authorized additional FEML trips based on the above table. For example, if the employee's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the employee then signs a renewal agreement for an additional 24-month tour, the employee would be eligible for one FEML trip during that 24-month tour.

2. Time Limitation. FEML travel by employees/dependents should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by employees/dependents should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) an employee selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares may be available for use. ***If the employee travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1:

Employee's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Employee desires to utilize FEML to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city pair fare may not be used to Boston. The employee is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Employee's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980.

Employee desires to utilize FEML to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the employee is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

- a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations.
- b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
- c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.
2. Restrictions. An employee/dependent(s) taking a FEML trip:
 - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. may use commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.

3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO (see par. C2207).

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the employee's PDS and the authorized air terminal may be reimbursed. (*See par. C4657, and Chapter 2, Part C.*)

CHAPTER 7**DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****C7000 ENTITLEMENT**

A. General. Dependent travel and transportation allowances may be authorized/approved in connection with PCSs world-wide. They are based on the employee's entitlement and are subject to the conditions and restrictions in this Chapter. Except as provided in Chapter 12, these allowances are limited to those allowable for uninterrupted travel by the authorized transportation mode over a usually traveled route between the old and new PDS. There is no entitlement to any additional travel and transportation allowances for dependents who accompany an employee on TDY assignment, except for transportation authorized under pars. C4500-B and C4500-C.

B. Child's Age and Travel Eligibility. A dependent child is defined in Appendix A as including a child under 21 years of age; however, a dependent child's eligibility for travel allowance depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, March 28, 1969 and B-166208, April 1, 1969). Example: a child 20 years and 11 months old when the employee reports at new PDS is eligible for travel even if travel is delayed until the child is age 22 years and 11 months.

C7001 TRANSFERS TO AND WITHIN CONUS

A. When Authorized. Dependent travel and transportation allowances may be authorized in connection with an employee's PCS. For a house-hunting trip for a spouse incident to an employee's transfer, see par. C4107. Dependent transportation allowances may be authorized in connection with an appointee's travel to a first PDS.

B. Origin and Destination. Dependent travel may originate at the employees' old PDS/some other point, or partially at both. The destination may be the new PDS, some other point selected by the employee, or both. The Government's costs, however, shall not exceed the costs over a usually traveled route between the old PDS and the new PDS. When the travel is to a first PDS, the Government's cost shall not exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

C. Transportation Mode and Routing. See Chapter 2 for authorized transportation mode and routing for dependent travel. Dependents may travel with an employee by POC or may travel independently.

*D. Expenses Allowable. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 applicable to travelers. The expenses listed in pars. C4720-A and C4720-C may be reimbursed.

E. Travel Orders. The travel order for an employee's transfer must include dependent transportation authorization.

F. Time Limitation. Dependent travel must begin within 2 years after the date an employee reports for duty at the new PDS (see par. C1057 for exception). Travel should begin at the earliest practicable date.

C7002 TRANSFERS TO AND BETWEEN OCONUS PDS'S

A. When Authorized. Dependent travel and transportation allowances are authorized in connection with a current employee's PCS, the initial appointment of certain employees, and renewal agreement travel.

B. Travel Origin and Destination

1. Reassignment/Transfer of a Current Employee

- a. From a CONUS PDS to an OCONUS PDS. When a current employee is reassigned/transferred from a CONUS PDS to an OCONUS PDS, dependent travel may originate at the employee's PDS, some other place, or partially at both. Except as prescribed in Chapter 12, the travel destination may be the OCONUS PDS/an alternate CONUS destination specified at the time of transfer. Except as provided in Chapter 12, the Government's cost obligation does not exceed the travel and transportation costs from the old PDS to the new PDS by a usually traveled route. Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Government or Government-controlled quarters or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the quarters before dependent travel to an OCONUS PDS is authorized. In the case of mandatory quarters vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost of the two movements is limited to the costs from the old PDS to the new PDS.
 - b. Between OCONUS PDSs. When a current employee is reassigned/transferred between OCONUS PDSs, authorized travel for dependents is from the old PDS to the new PDS, unless otherwise authorized in Chapter 12. When an employee is authorized travel to the actual residence, the employee may elect to have the dependents return to the actual residence.
 2. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS
 - a. Recruited in CONUS. When a person, recruited in CONUS, is initially appointed for assignment to an OCONUS PDS, dependent travel is authorized from the actual residence to the OCONUS PDS, unless otherwise authorized in Chapter 12.
 - b. Recruited OCONUS. When a person, recruited OCONUS, is initially appointed for assignment to an OCONUS PDS in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS, unless otherwise authorized in Chapter 12.
 3. Initial Appointment of a Person Recruited Locally OCONUS Who Executes an Agreement. Upon initial appointment, when a person satisfies the conditions in par. C4002-B2 and executes an agreement, dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependents are not in the OCONUS area at the time employment begins, unless otherwise authorized in Chapter 12.
 4. Execution of a Renewal Agreement to Serve an Additional Tour OCONUS. If an employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area, is transferred/reassigned to an OCONUS area, dependent travel, except as otherwise provided in Chapter 12, is authorized from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour. Although the travel may originate at some other point, travel and transportation allowances shall not exceed the cost by usual mode from the old PDS to the OCONUS PDS by a usually traveled route unless otherwise authorized in Chapter 12. If an employee executing a renewal agreement was a new appointee at the time of original OCONUS employment, dependent travel may be authorized from the actual residence established at the time of initial appointment, provided the dependents did not accompany the employee to the OCONUS area on the preceding tour.
- C. Concurrent Travel. Concurrent dependent travel with the employee from CONUS is authorized automatically to some OCONUS areas. In instances where prior OCONUS command approval is necessary, the responsible CONUS recruiting office/other appropriate office must secure the authority for concurrent travel from the appropriate OCONUS command and, when appropriate, advise the activity responsible for processing the employee. When dependent travel is authorized concurrently with the employee or within 60 days after the employee's reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding passport, visas, immunizations, port calls, and transportation. When dependent

travel is authorized by the OCONUS command subsequent to the employee's arrival at the OCONUS PDS, the employee's travel order shall not provide for dependent travel, but should be amended to provide for dependent travel at the time of dependent travel. The procedures prescribed in AR 55-46 in connection with the priority system must be followed for Army employees.

D. Transportation Mode and Routing. Dependent transportation may be authorized by any mode specified in Chapter 2. The Chapter 2 instructions must be followed.

*E. Expenses Authorized. Commercial transportation costs not covered by Government-procured transportation and POC mileage are authorized, subject to the reimbursement conditions and limitations in Chapter 2 for travelers. The expenses listed in pars. C4720-A and C4720-C may be reimbursed.

F. Travel Orders. Authorization for dependents' travel must be included in the travel order issued for the employee, or may be included when orders are amended or supplemental orders are issued in accordance with par. C7002-C.

G. Time Limit

1. General. Dependent travel must begin within 2 years after the effective date of the employee's PCS/initial appointment to the OCONUS area. If an employee enters active military duty any time before the end of the 2-year period, the time spent in military service is not included in the 2 years. When employees are assigned to OCONUS duty, the 2-year period excludes time that travel restrictions/administrative embargoes (e.g., the lack of family housing in an OCONUS area which precludes dependent travel is an administrative embargo) make dependent travel impossible. Every possible effort should be made to complete the travel at the earliest practicable date. When an administrative embargo is removed, the overseas command shall notify all affected employees in writing. The 2-year time limit 'clock' resumes on the embargo removal date.

2. Remaining Service Requirement. Dependent travel to the OCONUS area within the initial 2-year period, or any subsequent 2-year period established as a result of a renewal agreement, shall not be authorized unless at least 1 year of the agreed minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

3. Transfers without a Break in Service. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is primarily for the Government's benefit. If the employee's dependents have not joined the employee in the OCONUS area, travel from the last PDS/actual residence, as applicable, in the U.S. or other country of actual residence may be authorized subject to the time limit in par. C7002-G2.

4. Local Hire Employees. The time limit in par. C7002-G2 applies to travel of dependents of employees hired locally who execute an agreement at the time of original appointment or who enter into a renewal agreement for an additional tour of duty.

C7003 TRAVEL FROM AN OCONUS AREA

A. General. Authority for dependent travel from OCONUS either derives from an employee's eligibility for such movement or from a determination by the appropriate OCONUS command that the Government's best interest is served by the early return of one or more of the dependents. When an employee violates an agreement, or otherwise is not entitled to return travel, dependents are also ineligible. If dependents elect to remain in the OCONUS area after an employee's return, the constructive cost of the unused allowance shall not be authorized. If an employee's dependent becomes 21 years old while the employee is assigned OCONUS, the employee is entitled to return travel for the former dependent to the employee's actual residence in the U.S. provided the last OCONUS travel was at Government expense as the employee's dependent. The former dependent's travel is authorized when the employee is assigned to a PDS in the U.S.; travels to the actual residence in the U.S. for separation; or travels to the U.S. pursuant to renewal agreement. See pars. C7003-C, C7003-D1a, C7003-D2, and C7004. In any other situation, the

authority for return to the U.S. is under the provisions applicable to early return of a dependent (other than for compassionate reasons). In any case, return of a former dependent must be not later than when the employee next is eligible for travel or by the end of the tour under the current agreement. Except when travel is authorized under early return provisions, return travel authorization for a former dependent is contingent upon authorized travel of the employee to the U.S. .

B. When Authorized. Dependent travel may be authorized in connection with a PCS, or with the return for separation, of certain employees as indicated in par. C7003-C.

C. Travel Origin and Destination

1. Reassignment or Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS. When a current employee is reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate at the employee's OCONUS PDS, some other place, or partially at both. The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer. The Government's cost liability shall not exceed the travel cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

2. Return of an Employee for Separation

a. Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee returns for separation after completing the minimum service period or for other reasons acceptable to the Government, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS. Travel costs to an alternate destination anywhere in the world may be allowed. Costs to an alternate destination shall not exceed the constructive cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs must be borne by the employee (63 Comp. Gen. 281 (1984)). Dependent travel costs are not reimbursable if an employee separates from a PDS in the same geographical locality as the actual residence.

b. Employee Appointed Locally OCONUS Who Executed an Agreement and Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Government. When an employee appointed locally OCONUS returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Government, dependent travel is authorized as in par. C7003-C2a.

c. Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Government. When an employee recruited OCONUS for assignment to an OCONUS PDS separates, under the terms of a transportation agreement, from a PDS outside the geographical locality of actual residence after completing the agreed service period or for other reasons acceptable to the Government, dependent travel is authorized from such PDS to the actual residence. Travel to an alternate destination in the geographical locality of actual residence may be authorized. Any cost in excess of the dependent travel cost by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee.

D. Dependent Early Return

1. Earned or Public Interest Transportation. Under par. C7003-D1a or C7003-D1b, return travel to the U.S. of one or more of an employee's dependents before the employee's return may be authorized to the employee's actual residence/alternate destination. Any cost in excess of the costs by the most economical route from the OCONUS PDS to the actual residence must be borne by the employee. Early return travel may be authorized when:

- a. an employee is eligible for return transportation after satisfactorily completing the minimum service period prescribed in par. C4005; or
 - b. the OCONUS command concerned determines that it is in the Government's best interests to return one or more dependents for compelling personal reasons of a humanitarian/compassionate nature (examples: physical/mental health, death of any member of the immediate family, obligations imposed by authority, and other similar circumstances over which the employee has no control).
2. Reimbursable Expense Transportation. When one or more of an employee's dependents return before the employee is eligible for return travel and for reasons other than those described in par. C7003-D1b, the transportation expense is the employees' financial responsibility. When the employee becomes eligible for return travel, the employee shall be reimbursed for allowable travel expenses up to the cost of dependent travel by the most economical route (including the least expensive unrestricted commercial fare when contract city pair fares are not available) from the OCONUS PDS to the actual residence. The reimbursement amount shall not exceed the amount allowable for the transportation mode available that would have been used at the time that the employee became eligible for return travel. Government transportation shall be used for dependents early return travel, if available. Chapter 2 applies to dependent early return travel. See par. C1310 for receipt requirements.
3. Limitations. Dependent early return travel under par. C7003-D1 or C7003-D2 shall not be authorized more than once during each agreed period of OCONUS service. Dependent return travel at Government expense to the OCONUS PDS is not authorized except when incident to renewal agreement travel by the employee (see par. C7004). When an employee completes an agreed service period, has received one-way travel for dependents to the actual residence unaccompanied by the employee, and the employee's renewal agreement travel is at a later date, the expense of dependent return travel to the OCONUS PDS at an earlier date is then reimbursable. Reimbursement shall not exceed the Government's cost for travel by the usual transportation mode and route that would have been used had the dependents traveled back to the OCONUS PDS with the employee. See par. C1310 for receipt requirements.
4. Return of Former Spouse and Dependents. Reimbursement is authorized for return travel to the U.S. for a former spouse and former dependents of an employee who have traveled to the employee's OCONUS PDS as dependents at Government expense, even if, because of divorce/annulment, these individuals are no longer dependents when the employee becomes eligible for return travel. Travel must begin before the end of the employee's current agreed tour of duty.
- E. Movement Because of Evacuation. When dependent travel is incident to an ordered evacuation, see Chapter 12.
- F. Transportation Routing and Mode. Transportation routing and modes for dependents may be authorized as provided in Chapter 12.
- *G. Expenses Authorized. Expenses authorized for dependent travel from OCONUS areas are in pars. C4720-A and C4720-C.
- H. Travel Orders. Authorization for dependent travel must be included in the travel order issued for the employee, except where separate orders are required for the dependent early return to the actual residence or for movement because of evacuation.
- I. Time Limitations
1. General. Dependent travel from OCONUS areas should begin as soon as practicable after the effective date of the employee's PCS or return for separation. If practicable, dependents should travel with the employee, or as soon after as appropriate transportation is available.

2. Reassignment to a New PDS. In no event may dependent travel begin later than 2 years after the effective date of reassignment to a new PDS, exclusive of any time during which administrative embargoes/shipping restrictions make the travel impossible.

*3. Return for Separation. When an employee returns for separation, dependent travel must be completed within a reasonable time after separation or the travel benefit is forfeited. Upon the employee's written request, the appropriate OCONUS activity commanding officer may authorize delayed travel, if proper, under the provisions of par. C5085-C.

C7004 RENEWAL AGREEMENT TRAVEL

A. When Authorized. Transportation of an employee's dependents may be authorized in connection with the employee's renewal agreement travel. Subject to the conditions in Chapter 4, Part D, the dependent transportation costs shall not exceed the Government's cost for transportation to the employee's authorized destination. In these cases, dependent transportation may be as provided in this paragraph.

B. Eligible Dependents and Authorization Limit. Dependents who:

1. traveled to the OCONUS PDS within the prescribed 2-year limit, or
2. became dependents at the OCONUS area by marriage, birth, or adoption before the employee begins round-trip travel under a renewal agreement,

are authorized round trip transportation in connection with the employee's renewal agreement. The employee's dependents at the OCONUS PDS may accompany the employee, and/or travel before or after the employee travels (but only after the employee has met eligibility requirements for RAT and the renewal agreement is in place). Dependents who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), are authorized one-way transportation to the PDS in connection with the employee's renewal agreement. ***These dependents, traveling to the employee's OCONUS PDS for the first time using RAT, may travel to the OCONUS PDS at different times than the employee or with the employee on return to the OCONUS PDS. An employee must perform RAT travel for his dependents to be authorized RAT travel (35 Comp. Gen. 101 (1955)).*** Dependents travel, performed after the employee's RAT, must be completed within 6 months of the employee's RAT beginning date.

C. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, dependents who did not accompany the employee on renewal agreement travel but remained at the old OCONUS PDS are authorized travel from the old to the new PDS.

D. TDY at the Expiration of Leave prior to Returning to the OCONUS PDS. When an employee and dependents travel to the employee's actual residence for leave before beginning a new OCONUS tour, and the employee performs TDY or attends a training course after the leave and before returning to the OCONUS PDS, the dependents may return to the OCONUS PDS after the leave.

C7005 STUDENT DEPENDENT TRAVEL FOR PURPOSE OF ATTENDING SCHOOL

A. Authority and eligibility requirements for travel and educational allowances of student dependents in foreign areas for the purpose of attending school are in the DSSR. Administration of student travel is in accordance with State Department and DoD regulations and Service implementing regulations.

B. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.

CHAPTER 9

MISCELLANEOUS EXPENSE ALLOWANCE (MEA)
DUE TO HOUSEHOLD RELOCATION

C9000 GENERAL

The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation. See Chapter 10 for specific costs associated with mobile home relocation transportation expenses. ***An advance of MEA funds is not authorized.*** Examples of reimbursable costs include:

1. disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. non-refundable utility fees/deposits;
4. losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into the 50 States, the District of Columbia or a non-foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into the 50 States, District of Columbia or a non-foreign OCONUS area for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. rental agent fees customarily charged for securing housing in foreign countries;
7. pet quarantine charges (B-206538, September 14, 1982) ***excluding*** medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. ***(Effective 19 February 2002)*** transportation of pets (cats, dogs, ***(Effective 13 September 2002)*** and other house pets) (FTR §302-16.1); ***NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;***
9. required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976)); and
10. reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, June 19 2003);
11. a post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, June 19, 2003); and
12. similar items.

NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a transfer to or from a foreign area.

C9001 ELIGIBILITY

MEA is payable when:

1. a PCS/TCS is authorized/approved,
2. the employee moves out of the old residence,
3. the employee establishes a new residence, and
4. an appropriate transportation agreement is signed.

C9002 ELIGIBILITY EXCLUSIONS

Effective: 1 April 1999

The following personnel are not eligible to receive an MEA:

1. New appointees assigned to the first PDS, (appointees to any position, including student trainees, Senior Executive Service (SES) and Presidential appointees);

****NOTE 1: See par. C5080-B New Appointee and Student Trainee Appointments and Assignments to Positions in the 50 States and the District of Columbia.***

NOTE 2: New appointees and employees performing first-PDS travel in a foreign area are eligible for the Miscellaneous Expense Allowance (MEA) portion of the FTA. For foreign transfer allowance (FTA) guidance, refer to Department of State Standardized Regulations (DSSR), Section 240 at <http://www.state.gov/m/a/als/1737.htm> as stated in par. C1004.

2. Employees performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location in connection with such change;
3. Employees assigned to an OCONUS PDS returning to the actual residence for separation; and
4. Employees authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4500.

C9003 COSTS NOT REIMBURSED UNDER MEA (FTR §§ 302-16.201, 16-202 and 16-203)

A. Types of Costs Not Reimbursable. MEA is not authorized to reimburse an employee for:

1. costs that exceed the maximums provided by law or in these regulations;
2. costs that are not allowed in these regulations;
3. costs reimbursed under other provisions of law or regulations;
4. costs incurred for reasons of personal taste or preference and not required because of the move;
5. losses covered by insurance;
6. fines or other penalties imposed on the employee or dependents;
7. judgments, court costs, and similar expenses because of civil actions; and

CHAPTER 14
REAL ESTATE TRANSACTION AND UNEXPIRED LEASE
EXPENSE ALLOWANCES

C14000 GENERAL

Effective: 1 April 1999

For guidance on the lease penalty expense portion of the Foreign Transfer Allowance, refer to section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.

A. Conditions. An eligible employee is authorized reimbursement for certain expenses incurred in connection with:

1. the sale of a residence (or the settlement of an unexpired lease involving the residence or a lot on which a mobile home used as a residence was located) at the old PDS; and/or
2. the purchase (including construction) of a residence at the new PDS,

after the employee has signed the required transportation agreement, and:

1. a PCS is authorized/approved and, except as provided in par. C14000-C, the old and new PDSs are located in CONUS or in non-foreign OCONUS areas;
2. the dwelling at the old PDS is the employee's actual residence at the time first informed by appropriate authority that transfer to a new PDS was definite;
3. the settlement dates for the sale (or lease termination) and purchase are within the time limitation prescribed in par. C14000-B;

NOTE: See par. C1057 to authorize an extension on the time limitation on residence transactions.

4. the residence (which may be a mobile home and/or the lot on which that mobile home is located or is to be located) is the one from which the employee regularly commutes to and from work. ***NOTE:*** *If the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance, a residence includes the dwelling where the employee's dependents reside or will reside, but only if such residence reasonably relates to the PDS as determined by the travel-approving/directing official concerned.*

Effective 19 February 2002

B. Time Limit for Residence or Lease Termination Transactions. Except as provided herein, settlement for the sale, purchase, or lease termination transactions should be not later than 2 years after the employee's effective date of transfer (see Appendix A). For employees eligible under par. C14000-C, the new PDS is the PDS to which the employee reports for duty when reassigned or transferred from a foreign area. The 2-year period begins on the employee's effective date of transfer and ends on the second anniversary of that date. (For example, if an employee's effective date of transfer was 20 October 1998, settlement must occur no later than 20 October 2000.) Upon an employee's written request, the 2-year period may be extended for up to an additional 2 years by the commanding officer (or designee) of the activity bearing the cost. The employee should submit a written request to the appropriate authority as soon as the employee becomes aware of the extension need, but within the initial 2-year period. Action on a request, submitted more than 30 calendar days after the initial 2-year expiration date, is at the option of the commanding officer of the activity bearing the cost. An extension may be granted only if a determination is made that extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 2-year period and that the delayed transactions are reasonably related to the PCS (as opposed to being unrelated to the actual PCS). (For an employee who reported on 20 October

1998 and is granted an extension to the 2-year period, settlement may be no later than 20 October 2002. Costs for transactions completed after the 4-year period may not be reimbursed (B-191018, December 26, 1978)). The 2-year extension provision in this paragraph is effective for employees whose effective date of transfer (see Appendix A) is on or after 19 February 2002. For those with an effective date of transfer prior to 19 February 2002, the initial 2-year period may be extended for only 1 additional year.

NOTE: There is no authority to waive the 4-year time limitation under any circumstances. The time limitation is imposed in § 302-2-8 and 302-2.11 in the Federal Travel Regulation (FTR), which has the force and effect of law (B-245281, February 20, 1992).

C. Transfer from a Foreign Area to a CONUS or Non-foreign OCONUS Area

1. Definitions. The following definitions apply for the purposes of this subparagraph:

a. **Former CONUS or Non-foreign OCONUS Area PDS.** The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. **Foreign Area.** See definition in Appendix A.

***2. Applicability.** An employee who has completed an agreed upon tour of duty in a foreign area and, instead of being returned to the former CONUS or non-foreign OCONUS area PDS, is reassigned/transferred in the Government's interest to a CONUS or non-foreign OCONUS area PDS other than the one from which transferred when assigned to the foreign PDS is authorized reimbursement under this Chapter. The distance between the former and new CONUS or non-foreign OCONUS PDSs must meet the distance criteria specified in par. C5080-F for change of station within the same city or area.

NOTE: The following employees are not eligible for real estate allowances when transferred from a foreign area PDS to a PDS in CONUS or a non-foreign OCONUS area. This is because they were not initially civilian employees of an agency when transferred from a PDS in CONUS or a non-foreign OCONUS area to the foreign area PDS:

(a) a locally hired employee described in par. C4002-B2a, (1) (former member of U.S. armed forces);

(b) a locally hired employee described in par. C4002-B2a (2) unless the individual was a civilian employee of an agency who was initially transferred from a PDS in CONUS or non-foreign OCONUS area to the foreign area PDS;

(c) a locally hired employee described in par. C4002-B2a, (4) (employee who accompanied or followed the spouse to the OCONUS area); and

(d) an employee hired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

3. Reimbursable Expenses. Expenses incurred incident to the following transactions are reimbursable:

a. residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

b. residence purchase at the new PDS.

It is not necessary for an employee to be reimbursed the expenses in par. C14000-C3a to be eligible for reimbursement for expenses in par. C14000-C3b above.

4. Limitations. Expenses incident to a sale (or settlement of an unexpired lease) or purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of PCS orders) that instead of returning to the former CONUS or non-foreign OCONUS area PDS, reassignment/transfer is to be to a different CONUS or non-foreign OCONUS area PDS may not be reimbursed.

*5. Service Agreement Required. A signed service agreement as prescribed in par. C5075 is required for reimbursement of residence transaction expenses authorized under this paragraph.

D. Sale of Residence in Anticipation of Transfer

1. Following Announcement of Base Closure. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)). The announcement of a base closure, accompanied by an offer to assist in finding new positions for affected employees, is a clearly evident intent to transfer those employees (B-249451, January 7, 1993). Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Chapter. ***Employees should be cautioned that they are eligible for real estate expenses reimbursement only if subsequently employed in a position that involves a PCS.*** If the PCS is to a foreign location, reimbursement for the expenses may be made only after the employee completes a tour of duty at the foreign PDS and subsequently is transferred to a different CONUS or non-foreign OCONUS area location as indicated in par. C14000-C.

2. Employee Officially Notified of Return to a Different CONUS or Non-foreign OCONUS Area PDS. An employee who, incident to a PCS to a foreign area from a PDS in CONUS or a non-foreign OCONUS area, is officially notified that return is to a different CONUS or non-foreign OCONUS area PDS, may sell the residence at the former CONUS or non-foreign OCONUS area PDS and be reimbursed real estate expenses under this Chapter, if otherwise eligible, upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS or non-foreign OCONUS area PDS. Reimbursement shall not be allowed for any real estate transaction that occurs prior to official notification that the employee's return would be to a PDS other than the one from which transferred to the foreign PDS. Reimbursement may not be made until the employee is transferred back to a PDS in CONUS or a non-foreign OCONUS area. Reimbursement may not be made incident to the transfer to the foreign PDS, even though the employee officially is notified at that time that return will not be to the same PDS after the completion of the foreign assignment. A travel order ordinarily constitutes official notification (72 Comp. Gen. 130 (1993)).

E. General

1. Title Requirements. The title to the residence or dwelling at the old or new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be in the name of the employee alone, jointly in the names of the employee and one or more dependent(s), or solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Notification of Transfer. At the old PDS, the employee's property interest must have been acquired prior to the date the employee first was notified officially of transfer to the new PDS. In the case of an employee covered by par. C14000-C, the employee's interest must have been acquired prior to the date the employee was first notified officially of transfer to the foreign area.

a. Legal Title Interest. Except as provided in par. C14000-E2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

b. Equitable Title Interest. An employee, and/or a dependent(s), in a situation described in pars. C14000-E2b(1) through C14000-E2b(5) is deemed to have title to the residence whether or not named on the title document.

- (1) Title Held In Trust. The property is held in trust and:
 - (a) the property is the employee's residence as described in par. C14000-A4;
 - (b) the employee and/or dependent(s) are the only beneficiary(ies) of the trust;
 - (c) the employee and/or dependent(s) retain the right to distribute the property for life;
 - (d) the employee and/or dependent(s) retain the right to manage the property;
 - (e) the employee and/or dependent(s) are the only grantor/settler of the trust, or retain the right to direct distribution of the property upon dissolution of the trust or death; and
 - (f) the employee provides the DoD component concerned with a copy of the trust document.
 - (2) Title Held by Financial Institution. The title is held in the name of a financial institution and;
 - (a) the property is the employee's residence as described in par. C14000-A4;
 - (b) the employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;
 - (c) state or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a condition of the financing agreement; and
 - (d) the employee provides the DoD component concerned with a copy of the financing document.
- The DoD component concerned may also require that the employee provide proof of state or local laws governing secured credit.
- (3) Title Includes an Accommodation Party or Parties. (An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents, and an individual (accommodation party) who is not a dependent and:
 - (a) the property is the employee's residence as described in par. C14000-A4;
 - (b) the employee and/or a dependent(s) has the right to use the property and to direct conveyance of the property;
 - (c) the lender requires signature of the accommodation party on the finance document;
 - (d) the employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);
 - (e) the accommodation party's name is on the title;
 - (f) the accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

- (a) the property is the employee's residence as described in par. C14000-A, item 4;
- (b) the employee and/or dependent(s) has the right to use the property and to direct conveyance;
- (c) only the employee and/or dependent(s) has made payments on the property;
- (d) the employee and/or dependent(s) receives all proceeds from the sale of the property; and
- (e) the employee provides documentation acceptable to the DoD component concerned that the above conditions have been met. Such documentation must include financial documents proving that only the employee and/or dependent(s) made payments on the property, and that the employee and/or dependent(s) received all proceeds from the sale of the property, and any other documentation required by the DoD component concerned.

F. Reimbursement of Expenses

1. Employee Must Actually Incur the Expenses. An employee shall be reimbursed only for expenses actually incurred and paid by the employee or dependent(s). If any expenses were shared by persons other than the employee or dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).
2. Pro Rata Reimbursement. If an employee and/or dependents share title to the residence with others, or if an employee is deemed to have title interest under par. C14000-E2(b), the employee shall be reimbursed on a pro rata basis to the extent of the employee's actual or deemed title interest in the residence. Additionally, an employee shall be reimbursed on a pro rata basis in the situations listed in subpars. a and b.
 - a. Multiple Occupancy Dwelling. If the residence is a duplex or another type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses shall be reimbursed on a pro rata basis.
 - b. Excess Land. The employee shall be limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought or sold.

***C14001 EXCLUSIONS**

The following individuals are not eligible for reimbursement under the provisions of this Chapter:

1. a new appointee assigned to a first PDS;
2. an employee transferred from or to a foreign PDS except for employees eligible for reimbursement of residence transaction expenses under par. C14000-C;
3. an employee authorized dependents and/or HHG transportation to or from a training location when such transportation is authorized in lieu of per diem or actual expense allowances while at the training location under the provisions of par. C4500;
4. an employee, assigned to an OCONUS post of duty, returning for separation;
5. an employee performing renewal agreement travel and return to a different PDS located less than 50 miles from the old PDS in a non-foreign OCONUS area. There is entitlement when return is to a different PDS that is at least 50 miles from the old PDS (see par. C4108) and the old and new PDSs are located in a non-foreign OCONUS area; and
6. an employee hired locally at a location in a foreign area upon transfer to a PDS in CONUS or non-foreign OCONUS area.

C14002 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense

1. Broker's Fees or Real Estate Commission. A broker's fee or real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the locality of the old PDS. No such fee or commission is reimbursable in connection with the purchase of a home at the new PDS.
2. Other Advertising and Selling Expenses. Costs of newspaper, bulletin board, multiple-listing services, or other advertising for sale of a residence at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.
3. Legal and Related Costs. To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:
 - a. searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
 - b. preparing conveyances, other instruments, and contracts;
 - c. related notary fees and recording fees;
 - d. making surveys, preparing drawings or plats when required for legal financing purposes; and
 - e. expenses similar to those in items a through d.

When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. Miscellaneous Expenses

- a. Reimbursable Items. The expenses listed below are reimbursable in connection with residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality:
 - (1) FHA or VA fee for a loan application;
 - (2) loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1 percent of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1 percent only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.);
 - (3) cost of preparing credit reports;

- g. finance charge disclosure statement when provided by a lending institution in compliance with P. L. 90-321 "The Truth in Lending Act."

B. Claim Submission

1. Claim Voucher. The employee must submit the claim application (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.
2. Claim Initiation. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C14003-C1 at the new duty station:
 - a. an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and
 - b. a completed Travel Voucher or Subvoucher, DD Form 1351-2,

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:
 - a. reasonable in amount, and
 - b. customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. Assistance. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. Approval of Payment. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. the total claimed is within prescribed limitations,
2. all the conditions and requirements under which claims may be paid have been met, and
3. the expenses claimed are reimbursable.

E. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>.

C14004 REIMBURSEMENT FOR UNEXPIRED LEASE SETTLEMENT COSTS

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. applicable laws or the lease terms provide for payment of settlement expenses,
2. they cannot be avoided by subleasing or other arrangement,
3. the employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. the broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DoDFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost shall not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee which represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation:

1. a copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. a statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. an itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimbursement an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area.

***C14005 RETURN FROM MILITARY DUTY**

See par. C5080-D for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

CHAPTER 16

INCOME TAX ALLOWANCES

<u>Paragraph</u>	<u>Contents</u>
C16000	RELOCATION INCOME TAX (RIT) ALLOWANCE (FTR Part 302-17/5 U.S.C. §5724b)
C16001	INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1995 AND THEREAFTER (FTR §301-11.501)
C16002	INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND 1994 (FTR §301-11.501)

CHAPTER 16

INCOME TAX ALLOWANCES

C16000 RELOCATION INCOME TAX (RIT) ALLOWANCE (FTR §302-17/5 U.S.C. §5724b)

The purpose of the RIT allowance is to reimburse eligible transferred employees for substantially all of the additional Federal, State, and local *income taxes* incurred by an employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement or payment of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes. The RIT allowance does not include reimbursement for *employment* type taxes (e.g., FICA and FUTA taxes). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee. Payment of the RIT allowance also is authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)) in accordance with appropriate financial calculation procedures contained in FTR, Part 302-17

(http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/41cfr_302_R2JL1-u_0Z5RDZ-i34K-pR.htm).

C16001 INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1995 AND THEREAFTER (FTR §301-11.501)

The purpose of the ITR allowance under this paragraph is to reimburse employees for substantially all of the additional Federal, State and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location in tax years 1995 and thereafter that are not excludible from gross income for Federal income tax purposes. The ITR allowance does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance in accordance with appropriate financial calculation procedures contained in FTR, §302-11.501.

C16002 INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) FOR EXTENDED TDY ASSIGNMENTS DURING TAX YEARS 1993 AND 1994 (FTR §301-11.501)

The purpose of the ITR allowance under this paragraph is to reimburse employees for substantially all of the additional Federal, State and local *income taxes* incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement or payment of certain travel and transportation expenses incident to an extended TDY assignment in one location in tax years 1993 and 1994 that are not excludible from gross income for Federal income tax purposes. The ITR allowance does not include reimbursement for *employment* type taxes (e.g., FICA and Medicare deductions). An employee (and spouse, if filing jointly) who was in a TDY status for an extended period at one location, and who incurred Federal, State, or local income taxes on amounts received as reimbursement for official travel expenses is eligible for reimbursement under the ITR allowance in accordance with appropriate financial calculation procedures contained in FTR, §302-11.501.

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

GOVERNMENT-CONTROLLED QUARTERS. Quarters (other than Government or privatized quarters) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters that the Government controls occupancy).

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

A. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp;
NOTE: A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them.

B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

C. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

A. owned by an agency;

B. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or

C. leased by the Government for 60 or more days from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

***GOVERNMENT MEAL RATE**

The daily rate (discount or standard) charged for meals in a Government dining facility. Effective 1 January 2004.

1. Discount Government Meal Rate: \$7.10 per day
2. Standard Government Meal Rate: \$8.30 per day

NOTE: Also see **DISCOUNT GOVERNMENT MEAL RATE**.

GOVERNMENT MESS. See **GOVERNMENT DINING FACILITY/GOVERNMENT MESS**.

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

- A. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
- B. Lodgings or other quarters obtained by U.S. Government contract;
- C. Quarters in a state-owned National Guard camp;
- D. Sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training directs their use even though not used;
- E. Temporary lodging facilities as defined in this Appendix;
- F. Lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
- G. Family-type housing owned or leased by the U.S. Government (does *not* include privatized housing).

NOTE 1: Government quarters include guest houses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family-type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Adequacy standards are prescribed by the Office, Secretary of Defense in DoD 4165.63-M DoD Housing Management (See http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate DoD component regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. **NOTE:** *Members, traveling together under orders directing no/limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.*

HOUSEHOLD GOODS (HHG) (FTR, § 300-3.1). Items (*except those listed in B and C*) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment (see the definition in this Appendix) that legally may be accepted and transported by a commercial HHG carrier.

- A. HHG include:

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART III: CITY-PAIR PROGRAM

Regulations applicable to the Contract City-Pair Program are found in DoD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at <http://www.transcom.mil/j5/pt/dtr.html>. Following is an edited extract from that regulation.

A. POLICY (DoD 4500.9-R, Part L. Chap. 103, par. B2)

1. **GSA Airline City Pairs Program.** Each year, under the Airline City Pairs program, the GSA Federal Supply Service awards contracts for air transportation for travelers on official government travel. The contracts are awarded competitively based on the best overall value to the Government. The best value decision is based on considerations of the type, distribution and number of flights, the average flight time, and the offered price. For more information, access “Travel on Government Business and Air Travel/City Pairs” on the GSA website: <http://www.gsa.gov>.

2. **Some GSA routes may offer “dual fares”;** one fare is an unrestricted fare (fare basis code “YCA”) and the other a capacity-controlled unrestricted fare (fare basis code “_CA”). The capacity-controlled unrestricted fare differs from the unrestricted fare only in that the airline can limit the number of seats offered under the capacity-controlled unrestricted, or “_CA” fare basis (this is also referred to as “capacity control”). The unrestricted fare, or “YCA”, has a last seat on the aircraft availability to the traveler. Neither fare basis requires advance purchase and has no minimum nor maximum stay requirements, travel time limits, or blackout periods. The capacity-controlled unrestricted fare is, in many cases, significantly less than the unrestricted fare. DoD travelers are encouraged to make reservations as far in advance as possible to increase the chance of obtaining a capacity-controlled unrestricted GSA Airline City Pairs fare on the routes that offer the dual fare structure. Local commercial ticket offices can provide information on what routes offer dual fares.

3. ***Government contractors are not authorized use of GSA Airline City Pairs fares.***

4. **Exception to the Use of Contract Carriers:** One or more of the following travel conditions, which must be certified on the travel authorization, travel voucher, or other document provided by the traveler or agency-approved authorizing official, must apply if a non-contract carrier or a contract carrier other than the primary contractor is used for travel within a contract route.

a. Space or a scheduled contract flight (including a confirmed pet space (see ***NOTE***)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip;

NOTE: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.

b. The contractor’s flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours;

c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), Government-sponsored contractor issued travel charge cards, or through a centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares);***

d. Rail service is available and that service is cost effective and consistent with mission requirements;

- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

B. SCHEDULED AIR CARRIERS (DoD 4500.9-R, Part L. Chap. 103, par. A2)

1. Contract air service between city-pairs shall be used for all domestic travel, and for international travel when AMC-procured channel airlift Category B/Patriot Express is not available or does not meet the mission requirement. *If a contract city-pair fare is not available*, the least expensive unrestricted fare (including a lower fare offered by a non-contract carrier limited to Government and military travelers on official business, e.g., YDG, MDG, ODG, VDG, and similar fares) should be used. However, the authorizing/order-issuing official retains the authority to authorize a lesser fare and the traveler retains the ability to seek a lesser fare.

**2. Government contractor personnel must never be in possession of invitational travel authorizations while in the performance of their contracts and are prohibited from using Government discount fares provided in the Contract City-Pair Program when purchasing commercial airline tickets.*

NOTE: See JTR, par. C2001-A2c for policy regarding Rail or Bus service use.

APPENDIX E

INVITATIONAL TRAVEL AUTHORIZATIONS

PART IV: FREQUENTLY ASKED QUESTIONS ABOUT THE CONTRACT CITY-PAIR PROGRAM

1. How does the program work?

First, GSA concentrates the Government's market share to make the most of the competition available. The Government traveler's responsibility is to use the contract carrier. The Government's delivery of market share drives the program. So, to ensure the fares stay favorable, we encourage Federal travelers to stick to the contract carrier.

Second, GSA works with other Government agencies to make sure that the Federal traveler's needs and concerns are fully met. This ensures that you have a good choice of convenient and timely flights.

Third, GSA works in partnership with the airline industry and respects their concerns. For example, because the fares are so attractive, the airlines insist that only Federal employees traveling on official business be allowed to use them. With a few limited exceptions, no one else can use the Government rates. GSA understands and accepts this in order to bring you, the Federal Traveler, the Best Value in the Sky.

2. What are the advantages of the program?

- No advance purchases required,
- No minimum or maximum length of stay required,
- Fully refundable tickets and no charge for cancellations or changes,
- YCA seating not capacity controlled, (As long as there is a coach class seat on the plane, the traveler may purchase it),
- No blackout dates,
- Locked-in fares facilitate travel budgeting,
- 70% average savings over regular walk-up fares, and
- Fares are priced on one-way routes permitting agencies to plan multiple destinations.

3. Who can use it?

The City-Pair Program is so attractive that usage is strictly limited. There are a few exceptions, but in general, only Federal or military employees on official travel, may use the program with an appropriate form of payment (Government travel charge card or centrally-billed account or GTR).

***4. Why can't contractors use it? It would save the government a lot of money!**

GSA recognizes that contractors often sit next to Federal employees, work on the same projects as Federal employees, and travel with Federal employees. However, contractors are not Federal employees. All of the major airlines have made it clear to GSA that because the contract rates are so low and the terms so favorable, the airlines would drop out of the city-pair program rather than extend the contract rates to contractors. GSA has made the business decision not to jeopardize the program nor the \$2 billion savings it generates for taxpayers. ***GSA cautions agencies that the purchase of contract fare tickets on behalf of Government contractors is a misuse of the city-pair program and could jeopardize its future success.***

5. Do I have to use the contract carrier? Won't any airline do?

Federal and military travelers on official business are required to use the contract carrier unless a specific exception applies. This required use is the incentive necessary to obtain airline participation in the city-pair program and allows the airlines the business volume necessary to offer discounted rates. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract. Exceptions to use of the contract carrier are:

- a. Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
- b. The contractor's flight schedule is inconsistent with explicit policies of your Federal department or agency with regard to scheduling travel during normal working hours.
- c. A non-contract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. ***NOTE: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is limited to Government and military travelers on official business and only may be purchased with a Government procurement document (e.g., a GTR), contractor issued charge cards, or through a centrally billed account, e.g., YDG, MDG, QDG, VDG, and similar fares.***
- d. Rail service is available, and such service is cost effective and is consistent with mission requirements.
- e. Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler.

6. If I have been authorized to use a business class fare, do I have to use the contract carrier?

Yes, the City Pair Program contracts are mandatory for both coach and business-class service. If business-class service has been authorized in accordance with the JFTR/JTR, then use of contract business-class fares is mandatory.

7. What makes it the best value? Isn't it just low bid?

Absolutely not. Awards are made after measuring both quality of service and price. This allows an award to be made to a higher priced carrier if that carrier has superior service.

8. How is Quality of Service Evaluated?

A minimum service standard is set for each city-pair. This minimum applies to the number of flights per day in each direction (the range is between 2 and 8), a maximum of one connection, a maximum ground time (90 minutes domestic, 180 minutes international) and limits on circuitry (how far out of the way the carrier can take you.)

To determine best value, a technical evaluation is conducted to evaluate the quality of each offeror's service based on the following considerations:

- a. Time and Type of Service: This factor looks for flights offered throughout the day. Nonstop service, at convenient times, scores best under this factor.
- b. Flight Time: This factor looks for the shortest total flight times, based on each carrier's routing. Nonstop service scores best under this factor.
- c. Number and Type of Flights: This factor considers the number of flights offered throughout the day, in order to provide the traveler with several choices. Carriers with lots of nonstop flights score best under this factor.
- d. Jet Service: This factor gives preference to jets over propeller aircraft. All these factors are weighed against price and a best value decision is made.

9. Why isn't every award for nonstop service?

overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on a U.S. Installation only if the uniformed member is TDY to that installation. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees -

(1) Employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost. In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability (e.g., through their CTOs), and are encouraged to use those quarters when TDY to a U.S. Installation. ***However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.***

(2). The head of a DoD component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DoD component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DoD component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect. The locality rates in

<http://www.dtic.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to civilian employees) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or Secretary concerned for **only uniformed members** (see JFTR, par. U4250). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. **An AEA may not be authorized for meals and incidental expenses.**

NOTE:

a. *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

b. *The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

e. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

*a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point, as appropriate.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS

SUBSIST ASHORE

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate 1/ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL 3/

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ Members/employees deployed who are ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the PMR (not including incidental expenses) for the TDY location when uniformed members spend more than the cost of normal meal arrangements for travel outside the PDS limits.

Effective 26 September 2002

E. Miscellaneous Expenses. Travelers are to receive reimbursement for necessary travel and transportation related miscellaneous expenses incurred on official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;

2. ATM Fees

a. Applicable to uniformed members. Administrative fees for ATM use to obtain money with:

(1) the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), or

(2) an ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel,

up to the amount authorized for a cash advance for the travel concerned. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 Jul 2002 and Volume 9, Chapter 3 of the "DoD Financial Management Regulations, available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf, for information on personnel exempt from the requirement to use the Government charge card;

b. Applicable to civilian employees. Administrative fees for ATM use to obtain money with the Government-sponsored Contractor-issued Travel Charge Card (Government charge card), up to the amount authorized for a cash advance for the travel concerned. (Administrative fees for ATM use to obtain money with an ATM or personal charge card are not reimbursable to civilian employees.);

*3. fees for passports, visas (including green cards), and photographs for OCONUS travel (see JFTR, par. U4550 & JTR, par. C4750);

4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;

5. CONUS and non-foreign OCONUS lodging taxes, up to those imposed on the authorized/approved lodging rate (e.g., if a traveler is authorized a maximum lodging rate of \$50 a night, but pays \$100, the traveler may be reimbursed only for the taxes on \$50).

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable;

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1c(2) for more on reduced per diem for civilian employees.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days (20 weeks) duration is a PCS for uniformed members (except as noted in JFTR, pars. U1036 or U2146).
- b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

*16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is authorized limited PCS allowances rather than TDY allowances (see JTR, Chapter 5, Part I).

18. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

19. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawaii) or crosses

